

## **Who we seek**

A Superintendent, who is an experienced professional, enjoys working in teams and is comfortable with a wide range of responsibilities. The role requires excellent leadership skills, a desire to succeed, and the ability to connect with people at a human level. The Superintendent position requires an important level of independence and responsibility. The Superintendent is the on-site primary point of contact during construction. The Superintendent works closely with the Project Manager.

## **What you'll do**

- Establish and maintain effective and harmonious working relationships among onsite staff and all Subcontractors.
- Become thoroughly familiar with the construction documents so that they may provide required interpretations to the Subcontractors.
- Ensure that a project safety program is established and implemented using current corporate guidelines.
- Examine the construction documents and uncover violations, drawing deficiencies, and bring them to the attention of the Architect or the Engineer.
- Establish and maintain overall construction schedule.
- Provide job set up and site logistics for the projects assigned.
- Verify that every subcontractor has completed all contractual requirements and submittals as a condition for starting any work onsite.
- Document all activities on the site using the daily construction report form.
- Coordinate the activities of all inspection agencies and make remedial actions as necessary following each report.
- Prepare and run all field related meetings including safety meetings and weekly job coordination meetings.
- Provide and or cause to happen a two week look-ahead schedule for the project team.
- Assist the accounting department with monthly billings and verification of percent complete.
- Perform additional duties as may be directed by the Project Executive or direct report.

## **Qualifications we seek**

- Excellent time management with the ability to multi-task
- Proficiency in Microsoft Office
- Organizational and time management skills
- Degree in Engineering, Construction Management, or similar field, or equivalent experience
- Previous experience as a construction superintendent or a similar role
- Knowledge of local quality, safety, and health guidelines for construction job site
- In depth understanding of construction operation and processes.

## **Who we are**

With over 25 years in business, ICF-Megen Construction is an award-winning, minority-owned construction firm. ICF-Megen Construction provides construction management, general contracting, owner agent, estimating, and design-build services in its key markets of education, government, healthcare, corporate and specialty projects. Our team and perspectives are uniquely diverse. We guide clients every step of the way, laying a foundation of trust and understanding that forms long-term relationships. We believe relationships build communities and our community is better when we build on each other. Megen brings people together to make future-focused ideas real.

**Why join us?**

Long term employment  
Family life balance  
Great culture  
Professional Development  
Competitive Pay  
Medical Benefits  
401k  
Vehicle Allowance  
Annual Bonus  
PTO and Paid Holidays

*\*The above statements are intended to describe the general nature and level of work performed by a person assigned to this job description. They are not intended to be a complete list of all responsibilities, duties and skills required. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.*

**Location**

- Nashville Metro Area

**Industry**

- Construction
- Architecture & Engineering
- Staffing & Recruiting

**Employment Type**

- Full-time