

## **Assistant Site Superintendent**

Huntersville, NC Full-time, Salary

### Overview

Seeking an **Assistant Site Superintendent** who will be responsible for technical support of schedule compliance, quality assurance, and safety conformance for a multi-family residential community in Huntersville, NC. This person shall day-to-day oversight of materials, installation, and equipment. Will report to the on-site Superintendent.

### Responsibilities

Duties includes, but are not limited to the following:

- Participate in all stages of project planning and help keep establish goals for logistics and schedules
- Manage deliveries and be aware of all material lead times and aide in scheduling
- Working with the Site Superintendent, help to supervise all activities; participate in weekly project progress meetings
- Ability to work from plans, sketches or drawings to determine material lists; provide monthly reports of on-site material
- Must be able to do walk throughs of the site daily and communicate with project manager, office staff, on site staff, and subcontractors of work being performed
- Assist the superintendent, project manager and site director as needed

### Qualifications:

Candidates will need to meet the following qualifications:

- Minimum 3-5 years relevant experience
- Ability communicate with subcontractors, suppliers and vendors in order to meet and exceed scheduling
- Must have knowledge of common practices, tools, methods and materials, safety practices and terminology
- Ability to read and understand produced drawings, shop drawings, submittals, and RFI's
- Full-time but must have the ability to keep flexible working hours
- High school diploma, GED, or equivalent experience.
- Must have or have the ability to complete the OSHA-10 outreach training
- Must be able to speak and write clearly; be able to present information to their supervisor, customers, municipalities and the general public
- Must be able to use email, file storage, computers, phone/tablets, printers, and any related software
- A valid driver's license

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