DETROIT REGIONAL CONVENTION FACILITY AUTHORITY (DRCFA)
GENERAL SUPERINTENDENT
JOB DESCRIPTION

General Superintendent is responsible for assisting Program Manager and Construction Manager on all Phases of DRCFA Capital Projects.

**Experience:**

10-15 years of experience on construction projects in a superintendent role. Demonstrate proficiency and understanding of the management of site logistics and contract operations on tight urban sites. Knowledge of ProLog, Timberline, SureTrak and Microsoft Excel and Word required. Must be construction-document and drawing literate, with knowledge of all phases of construction. Must have experience and proficiency in all divisions of work, methods, materials, scheduling, and cost control. Strong technical and communication skills are critical.

**Responsibilities:**

Jobsite responsibilities include, but are not limited to: Supervision of the actual physical construction of the project in strict accordance with the contract documents; verification of safety compliance with all trades; maintenance and planning of reports, work-arounds, Critical Work Authorizations (CWAs), shutdowns and tie-ins; resolution of jurisdictional disputes; enforcement of safety and quality-control policies; direction and day-to-day coordination of trade contractors – and their sub-contractors when required – to ensure they turn out high-quality work that meets the approved project schedule; maintenance of satisfactory relationships with owners, subcontractors, unions, etc.; and the ability to work in a team environment with other Project Managers, Engineers and Superintendents.

Establish, coordinate and maintain all construction project functions, overall responsibility of hiring of all construction personnel, extensive interface with owners, architects, subcontractors, suppliers, union representatives and/or employment agencies, company operations, safety, quality, human resources and administration.

**Major Areas of Accountability:**

- Ensure compliance with Authority’s Owner Controlled Insurance Program (OCIP), the Authority’s Site Specific Safety Manual & prepare, execute and enforce project orientations & their site requirements.
- Confirm, prior to subcontractor mobilization, acceptable P/P Bonds, executed subcontract agreement, & Certificates of Insurance (including enrollment in OCIP) have been received.
- Review Subcontract Schedule of Values. Review draft subcontractor applications for payment and adjust as required.
- Review third party testing agency reports for compliance
- Assist superintendents and sub-contractors with the coordination of State/Local building and trade inspections
- Develop a site logistics and strategic plans, coordinate and maintain the continuity of all superintendent functions.
- Review complex documents and reports.
Assign tasks to superintendents to ensure efficient, appropriate personnel usage.
Establish priorities, delegate authority, and closely check adherence on a per project basis.
Assist superintendents in trouble-shooting of day-to-day problems.
Closely check the work of others to assure compliance with laws, protection of the company from risk, and the compliance with established budgets and deadlines.
Assume overall responsibility for determining and achieving labor productivity goals.
Overall responsibility for all construction personnel hired.
Final authority for field personnel decisions.
Meet with city, county, and/or state employment organizations to facilitate compliance with equal opportunity employment laws.
Represent company through contact with union representatives or other employment organizations when required.
Work closely with owners, architects, subcontractors, and/or their representatives, specifically ensuring safety, quality standards, and schedule maintenance.
Take charge and exercise leadership and judgment in changing situations.
Be prepared to act as company spokesperson if necessary.
Diplomatically influence the attitudes and opinions of others to overcome objections or hostility.
Take overall responsibility for training construction crafts personnel.
Maintain daily contact with general manager to ensure compliance with company policies and procedures.
Through daily one-on-one contact and weekly staff meetings, communicate changes in company policy and procedure to superintendents and ensure compliance.
Participate in monthly project team meetings (PTM’s); review cost and schedule projections for compliance with project budget and schedule by project.
Visit projects weekly at a minimum to ensure good communication.
Work closely with all departments to maintain continuity of normal work flow including estimating, project management, safety director, human resources manager, yard manager, accounting and administration.

Education and experience to include: Minimum of 10 years supervisory experience in construction related field and/or BS degree in construction management or engineering (or related field). Requires a working knowledge of estimating, project management, and accounting software. Must have an advance knowledge and understanding of construction process, safety procedures, and extensive people skills.

TO APPLY:

Please send a completed resume with cover letter to:

EMAIL: hr@cobocenter.com

Human Resources
Cobo Center
1 Washington Blvd.
Detroit, MI, 48226
No Phone Calls

This position offers a competitive salary and benefit package.

Cobo Center / DRCFA is an equal opportunity employer