

OSM | CONSTRUCTION

OSM Construction is an established custom builder in Montana and Wyoming providing its clients with the highest level of craftsmanship, general contracting and construction management services.

Presently our Jackson, WY office has an opening for an experienced **SITE SUPERINTENDENT**. Responsibilities and tasks include but are not limited to:

- Jobsite organization
- Construction & jobsite supervision & oversight
- Construction scheduling.
- Crew & subcontractor coordination.
- Construction layout
- Jobsite administration.
- Assist PM with cost estimating.

Applicants need to possess:

- Strong team player attitude
- Upstanding character
- Accountability
- Professionalism
- Excellent communication skills.
- Complete understanding of Rocky Mountain custom home building.
- Verifiable construction management & supervision experience.

OSM offers a competitive salary, 401k, health insurance, life insurance, disability insurance, paid time off and holidays as well as a rewarding work environment. Interested applicants should submit their cover letter and resume to:

osmwyoming@onsitemanagement.com

WWW.ONSITEMANAGEMENT.COM

Superintendent

Summary Description:

Responsible for field supervision across all phases of assigned construction projects and ensuring that project progress and costs remain on track.

Essential Job Duties and Responsibilities:

- Responsible for ordering materials, scheduling, and coordinating the phases of the project.
- Build the schedule for the project and update when necessary with input from the Project Manager.
- Determine material quantities and purchase all lumber and construction materials.
- Write and issue purchase orders for the project.
- Maintain daily logs, weekly time approval, 3-week look ahead schedules, and manage weekly reports that go to the owners, architects, internal designers, and relevant internal operations staff.
- Document change orders and track ASI's.
- Oversee subcontractors' activities on site.
- Perform on-site inspections of all activities to confirm procedural and regulatory compliance and adherence to quality standards.
- Review and approve steel shop and embed drawings.
- Attend quarterly OAC meetings and lead weekly onsite coordinator meetings.
- Initiate, monitor, track, and document change order work.
- Responsible for project site set-up.
- Other duties as assigned.

Minimum Qualifications:

- High school diploma or GED.
- Three years of experience as a construction foreman, field engineer, or similar position.
- Experience in a supervisory role.
- Practical knowledge related to working on construction job sites (e.g., safety protocol, worker roles and responsibilities, resource utilization, etc.) and ability to enforce appropriate behaviors among field staff.
- Basic computer skills, including working knowledge of Microsoft Office software and construction project management technology platforms (e.g., Viewpoint, BlueBeam).
- Comprehensive knowledge of materials, design and building methods, and the tools involved in the construction of complex structures.
- Ability to review, understand, and explain precision technical plans, blueprints, drawings, and models.

Preferred Qualifications:

- Associate's degree (from a trade school, technical school, or junior college) in construction management, engineering, or a related relevant field.
- Three to five years of experience as construction project superintendent.
- Experience in a management position including management of staff, customer, and subcontractor relationships, development of budgets and operational processes, and participation in strategic planning.

- Experience leading teams (e.g., delegating work, providing performance feedback, taking disciplinary action, etc.).

Physical Demands and Work Environment:

- Must be able to sit, twist, stoop, bend, squat, kneel, crawl, climb ladders, climb stairs, walk on uneven ground, see colors, have depth perception to avoid hazards, hear well enough to recognize the sound of horns on moving equipment, and have good finger manipulation. There is frequent lifting of 25 pounds and maximum single person lifting of 50 pounds.
- Must be able to act competently and safely and ensure continuous safety and productivity of others on job sites.
- May be exposed to loud noises, extreme heat and cold (weather and non-weather related), dust, and hazardous materials.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

- **Reports to:** Construction Manager or Operations Manager (dependent on assigned projects)
- **Direct Reports:** Assistant Superintendent/Foreman, Field Engineer, Carpenter, Laborer

On Site Management, Inc. is an Equal Opportunity Employer