



MAS Staten Island Center (MASSI)
180 Burgher Ave,
Staten Island, NY 10304
<https://massic.org/>

Construction Site Superintendent

Position Summary

The project superintendent is responsible for managing and coordinating day-to-day production. Candidates are primarily responsible for the overall field coordination and management of all phases and trades of the construction project. Duties include workers, materials, and equipment coordination, supervising subcontractors and construction staff, and ensuring that specifications are being followed and that work is adhering to the project schedule.

Candidates shall also be responsible for maintaining the job site in a safe manner and shall be compliant with all safety regulations required by the NYC Department of Buildings (DOB). Finally, candidates will work closely with the Project Manager to develop, maintain, and update the project schedule and support the Project Manager by submitting daily field reports outlining all activity on the site daily.

Primary/Essential Responsibilities and Duties

- On-site daily, and maintain a physical presence on-site during all work hours.
- Coordinate and update the project schedule with the Project Manager, create a two-week look ahead, and be able to use Primavera P6 or similar and interpret a critical path schedule.
- Coordinate the workflow on the site and between the subcontractor.
- Maintain a safe, clean, and compliant job site.
- Lead all the construction site walkthroughs as required.
- Facilitate the production of RFI's to the Project Manager and Inform the Project Manager of possible Change Orders.
- Forecast trade work and provide timely notification in advance for anticipated work interruptions or major work events.
- Assist the Project Manager in preparing pencil requisitions.
- Interface with the design professionals.
- Post and maintain detailed daily reports using Procore, site sign-in sheets, etc.
- Maintain up-to-date construction documents at the job site to be available to reference for themselves, the Project Management team, and any Subcontractors as necessary.

- Conduct pre-installation conferences and weekly meetings with Subcontractors to go over schedule and safety issues that may arise.
- Coordination of the various Subcontractors on the project to avoid any potential conflicts in the execution of their work.
- Coordinate special/progress and agency inspections, and testing, ensuring that inspections are scheduled as appropriate.
- Remove any individual from the site that impedes the project's progress, or any safety procedures in conflict with the objectives of the project, or if believed to be impaired by alcohol or drugs.

Required Skills and Qualifications

- 10+ years of new construction experience in NYC on similar size and scope projects.
- Experience with NYC Department of Buildings (DOB) permits maintenance, rules, and regulations.
- Licensed (all proper certifications, OSHA, Site Safety Training (SST), Supervisory Card (preferred, not required), Scaffolding, etc.).
- A current NYC DOB Construction Superintendents License is a plus.
- Can read/review contracts, shop, and coordination drawings and ask any questions that arise well in advance.
- Demonstrates a working knowledge of basic project controls (cost, schedule, change management, etc.), material management, contract management, subcontract management, safety, and quality.
- Ability to read, interpret, and comprehend drawings and specifications.
- Exhibits strong management skills and can motivate employees.
- Track record of successfully executing projects on schedule and within budget.
- Excellent communication is a must via email/Procore etc. Candidates must also be proficient in English and have effective verbal and written communication skills.
- Strong client relations, influencing skills, and organizational skills.
- Proficiency with Microsoft Office suite.
- Must be highly organized and systematic

Job Type: Full-time

Pay: \$100,000.00 - \$150,000.00 per year

Benefits:

Paid 2 weeks per year time off

Employee discount

Parental leave

Relocation assistance on case by case basis

Cellphone and laptop

Schedule:

Monday to Friday

Weekend availability as required

Application Instructions

To apply for the job, interested individuals must submit their interest to si.admin@masnewyork.org with electronic copies of a cover letter, resume, and list of three (3) references with contact information.

Work Location: One location

170-180 Burgher Ave,
Staten Island, NY 10304

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