



Organization Name: Pro Con, Incorporated

Organization Web Site: <http://www.proconinc.com>

About our Organization: The foundation for Pro Con, Incorporated was established in 1935 by the Stebbins Family. Three generations later, with a steadfast commitment to professionalism, customer service and quality in all aspects of our work, the company is one of the leading design build and construction management firms in New England. Pro Con, Inc. offers a full complement of design and construction management services for commercial, industrial and institutional projects throughout New England and the North East. To learn more about PCI visit our web site at www.proconinc.com.

Job Description: Project Superintendent – Construction

Responsibilities:

As a member of the project team the Project Superintendent is responsible for coordinating and managing the resources throughout the entire project from start-up through closeout to ensure that the Owner's expectations, budgetary guidelines and the strategic goals of PCI are met. The over arching goal of the Project Team is client satisfaction and a quality end product.

- Organize and direct all construction related activities within assigned project
- Interface with client's representative and project team on all job site activities
- Ensure that jobsite operations are in compliance with design and specifications, schedule, budget and quality standards
- Interface with the PCI project team to coordinate the project strategy and ensure project cost control
- Implement corporate policies and procedures related to the project

Duties:

- Assist the Project Manager with assembling the list of qualified subcontractors
- Interact with subcontractors and vendors
- Assist with preparation and assembling of scopes of work
- Monitor, coordinate and oversee subcontractor's manpower and equipment
- Coordinate all inspections with inspection agencies
- Coordinate with the Project Manager field changes, RFI's and client change orders
- Review conditions and quality control on site during all construction phases
- Maintain a safe and secure work environment by following and enforcing standards and procedures; complying with legal regulations.
- Monitor jobsite safety meetings
- Confer with supervisory personnel, owner, specialty contractors, and designers to discuss and resolve matters related to work procedures, issues, and construction challenges
- Determine labor requirements - direct and supervise workers
- Develop and implement quality control programs

- Coordinate on time deliveries of project materials and equipment
- Evaluate construction means and methods to determine cost effectiveness of plans
- Interpret and explain plans and contract terms to field project team and client representatives
- Investigate and report damage, accidents or delays at construction site to ensure that proper procedures are implemented
- Plan, organize, and direct punch list activities
- Facilitate onsite close out record drawings and manuals
- Other duties as required

Qualifications:

Knowledge:

- Familiar with all phases of construction operations including project activities, engineering disciplines, construction technologies and jobsite management.
- Experience with public safety and security policies, procedures and strategies to ensure protection of people, data, property, and institutions.
- Understanding of design build and construction management delivery systems
- Extensive knowledge of scheduling

Skills/Abilities:

- Must have strong interpersonal skills and the ability to communicate with the variety of participants involved with a construction project
- Strong written and oral communication skills
- Active learning, listening, critical thinking, and complex problem solving skills
- Ability to coordinate, negotiate and motivate with diverse cultures
- Quality control analysis and time management skills
- Computer and technology skills (Microsoft Outlook, Microsoft Project, Expedition and Timberline desired or equivalent)
- Ability to prioritize assignments based on critical deadlines
- Ability to analyze and construct details as indicated on drawings and if necessary, provide/create new methods to implement the work.

Experience:

- Desired 8+ years of experience with commercial, institutional and /or industrial projects in the \$30M + range

Corporate Office: Manchester, NH

Starting Salary: Commensurate to experience

Benefits:

- 401 (k) with employer discretionary match
- Dental Insurance
- Health Insurance
- Life insurance
- Short Term and Long Term Disability

- **Holidays**
- **Vacation**
- **Profit Sharing Bonus**

How to apply:

- **send resume by fax to 603-518-2189**
- **email to hr@proconinc.com**
- **visit our web site at www.proconinc.com**
- **mail to 1359 Hooksett Road, Hooksett, NH 03106, Attn: HR Dept.**