

# Project Superintendent

## Valenti Builders, INC – Chicago, IL

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### **The Company:**

Valenti is a general contracting, construction management and design build firm founded in 1938, headquartered in Chicago, IL. Valenti builds projects and partnerships across a diverse section of market sectors. We take deep pride in delivering a client experience that's exemplifies professionalism, care and service. As a member of the Valenti team, you will be expected and required to deliver built environments in our clients best interest, collaborate and support internal and external team members, develop your skills and abilities that allows for accelerated upward career mobility, take personal ownership and pride in what you do individually and what we do as a firm.

### **The Opportunity:**

Leverage prior professional construction project management experience and successes in a new leadership role at Valenti Builders, INC. Valenti Project Superintendents are charged with the responsibility of managing all aspects of project execution in the field. Key performance evaluation criteria are: ability to manage client satisfaction, ability to build and leverage internal and external teams for maximum production output, ability to evaluate and mitigate safety risk in the field, ability to manage subcontractor workforces in an effective manner that yields schedule and financial performance, desire to take on additional and new challenges, ability to mentor less experienced staff, and improve the organization as a whole with collaborative and constructive feedback.

### **Major Roles & Responsibilities:**

#### **Preconstruction**

- Assist in the development of the Master Project Schedule.
- Assist in the development of constructability reviews.
- Assist in the development of logistics planning.
- Administer pre-bid meetings and walk-throughs.
- Assist in the development of trade contractor scope and schedule reviews.

#### **Scheduling**

- Track long lead items and material procurement.
- Prepare and distribute 3 week look ahead schedules.
- Coordinate all required inspections (municipal, material, etc.).

- Schedule all trade and manpower activities for logical and efficient work flow.
- Identify schedule slippage and provide a recovery plan.
- Maintain Master Project Schedule.

### **Job Management**

- Prepare and distribute detailed daily progress reports to Project Team.
- Host weekly subcontractor coordination meetings and provide detailed meeting minutes.
- Present schedule and progress reporting at weekly Owner Architect Contractor meetings.
- Deliver clear and concise information to all project stakeholders.
- Hold start-up meetings with subcontractors to review scope of work, schedule and safety requirements.
- Coordinate and schedule all subcontractor onsite activities.
- Have complete understanding of subcontract requirements and enforce all terms of these agreements.
- Manage QA / QC program, including inspecting and approving installed work.
- Assist in the preparation of RFIs, providing recommended solutions for consideration.
- Maintain / understand / organize documents (drawings, specs, supplemental sketches, shop drawings, approved submittals, etc.).
- Seek and propose opportunities to enhance project efficiencies to internal VBI Team

### **Safety**

- Manage required jobsite safety signage.
- Have full understanding of Valenti Safety Policy and enforce policy on jobsite.
- Maintain current OSHA required certifications (30-hour, CPR, scaffold, etc.).
- Maintain a clean and safe work site.
- Perform weekly safety inspections and document findings, and make corrections.
- Same day accident / incident reports are submitted to Safety Director and Project Team.
- Prepare and maintain Emergency Action Plan for your specific project.
- Host and present weekly Tool Box Talks.

### **Technology**

Become proficient in Valenti standard software programs:

- Procore
- Microsoft Project, PowerPoint, Word, Excel, Outlook
- Adobe
- Plangrid

