



JOB DESCRIPTION - Construction Superintendent

Position Description: Commercial Construction Superintendent
Classification: Full-time employee (W-2)(Salary)
Location: Campbell, CA

ABOUT US

We at **COBE Construction, Inc.** are a group of **Commercial Builders and Engineers** that take great pride in providing exceptional value to every project of which we are a part. We are an innovative company with our own proprietary software and advanced project management tools that better enable the fast-paced world of commercial construction. We are fortunate to work with many of the best and well-known high-tech companies in Silicon Valley. We believe our success over the past 15 years is in large part due to our can-do attitudes, family-like culture, and great work life balance. We genuinely feel that COBE offers its employees a great opportunity to grow and advance their professional careers.

ABOUT THE POSITION

As a COBE Construction Superintendent you will be ultimately responsible for ALL field operations for a specific project. The success of each project and the possibility of future projects with the same client and other clients is greatly dependent on your performance as a COBE Construction Superintendent.

Communication

- Complete and distribute daily reports and meeting minutes for each project that you are responsible for
- Conduct weekly subcontractor and “tailgate safety” meetings to ensure coordination of trades
- Prepare and distribute the “3-week Look Ahead” and overall project schedules to properly coordinate activities
- Update the Project Manager on the progress of the schedule and notify them of any possible delays
- Communicate and coordinate service shutdowns and traffic or ingress/egress re-routing with the client
- Interface with government agencies for inspections and obtain Certificate of Occupancies
- Develop, maintain and enhance close harmonious relationships with clients, architects, engineers, fellow employees, subcontractors, vendors and local building officials

Execution

- Perform a leadership role to keep the project safe, on schedule, and within the budget, as well as high quality
- Prepare daily work activities for in-house labor and be willing to assist at times
- Be responsible for the job site safety by walking jobs multiple times a day and enforcing all job safety procedures
- Conduct job site inspections to confirm each job’s quality, progress, housekeeping, and safety
- Take digital photos of important work conditions (pre-existing conditions, damage, etc.)
- Assist the Project Manager in the job close-out procedures and make sure the client is satisfied with all punch-lists
- Confirm that occupied work areas are clean and safe for clients

ABOUT YOU

You will need to have

- Advanced carpentry skills and tools with the ability to self-perform drywall, carpentry, casework, painting, general clean-up and other common commercial trades if needed
- Knowledge of safety requirements and OSHA standards and willing to take classes to further knowledge
- A solid ability to review drawings and specifications for errors, vague information or discrepancies
- Strong organizational skills, and excellent communication skills (written, oral and presentation)
- Strong critical thinking and problem-solving abilities and can effectively create solutions to difficult situations
- The ability to work under short schedules with tight budgets and a lot of pressure from clients
- The willingness to work, on occasion, long days, nights and weekends to successfully fulfill the project requirements
- A strong work ethic, high integrity, relentless drive and enthusiasm, and a desire for long-term employment
- Reliability and regular on-time attendance
- The ability to respond positively to direction and feedback from clients, designers, building officials, and managers
- A professional and appropriate demeanor and appearance and a willingness to wear COBE shirts (provided by COBE)
- A knowledge of basic computer skills, familiarity with modern communication tools, and willingness to learn

BENEFITS

- We offer stable salary employment with a Bonus Plan, and an opportunity to grow professionally and personally
- Complete health plan, 401K (matching), paid time off, holidays, smart phone
- Company vehicle and gas card
- We are proud to be an Equal Opportunity Employer

For additional information regarding this position and COBE Construction, Inc. please feel free to contact our recruiter Elaine Cook (Elaine@cobeinc.com) for more detailed information.