



### **Jobsite Superintendent Responsibilities**

#### **Responsibilities include but are not limited to:**

- Ensure a safe and healthy work environment
- Ensure a clean jobsite
- Manage all Myrick crews on site (safety, quality, and productivity)
- Manage all subcontractors (safety, quality, and productivity)
- Manage all jobsite deliveries and staging
- Setup Concrete Will Calls
- Manage parking on site
- Communicate needs to Project Managers
- Know and understand the plans
- Ensure that plans and work in place match
- Communicate with subs/suppliers on daily basis as needed to keep the project moving
- Know who is coming to your site and when at all times
- Request inspections as needed
- Take ownership in the project, know the in's, and out's
- Line up equipment as needed, and release rented equipment as early as makes sense
- Ensure dangerous areas are flagged, caution taped, etc.
- Maintain daily logs -Keep track of EVERYTHING (manpower, daily activities, weather, rain amounts, pictures, subcontractors)
- Submit daily logs and other important information to the PM at the end of the project
- Keep check on weather as related to daily activities
- Create and know your job schedule
- Don't wait to be told, take initiative
- Plan, Plan, Plan
- Use resources you have
- Be stern, you are the onsite commander of your project
- Be aware of the BIG picture-how does one activity affect another

#### **Technological Skills, preferred but not required:**

- MS Office Word/Excel
- MS Project
- MS Outlook

#### **Education/Experience:**

- Associates or Bachelors Degree in Construction Management  
Or
- Minimum 5 years work experience

#### **Salary and Benefits:**

- Competitive Pay
- Company Vehicle

- Company Phone and Laptop
- Health Insurance
- Dental Insurance
- Paid Vacation

**Company**

Myrick Construction, Inc. is a family operated general contracting firm with over 50 years in business. We are headquartered in Biscoe, NC. This position could be based out of our Biscoe, NC or our Jamestown, NC locations.

NC License #4937

E-Verify/EOE