



Are you known by friends and colleagues as a highly energetic and motivated person who likes to be organized? **Do you enjoy supervising projects from start to finish?**

We are looking for a **Superintendent/Carpenter** to join our team. As an essential part of our team, you will have the opportunity to showcase your expertise in supervising the day-to-day activities at project sites.

**Does this describe you? If so, we are excited to meet up with you!**

**Is this you?**

**ORGANIZED AND DETAIL ORIENTED.** You organize the job site to ensure all tasks are completed in sequential order. You keep an eye out for inconsistencies and handle communications between the subcontractors and owners. You communicate on-site activities to the project manager back in the office. You are responsible for ensuring the Company's commitment to Safety and quality on all job sites.

**CAN DO MENTALITY.** You review project documents to decipher and navigate through plans and specifications. To get the job done you are willing to pick up a hammer and perform light duty demolition and carpentry work.

**SOCIABLE AND EXCELLENT COMMUNICATOR.** You find the bright side of things and make the best out of a hard situation. You practice active listening in your interactions with customers and colleagues to ensure a complete understanding.

### **THIS IS WHAT YOU WILL BE WORKING ON:**

#### **Within the first 30-45 days:**

- Begins learning the "Prime Way" including processes, policies, procedures, and building relationships.
- Works closely with the President and VP and begins reviewing all documents and processes for running daily jobsite activities
- Responsible for all field operations by directing the daily progress of the work and supervising all construction field activities and personnel
- Directs, supervises, and coordinates the activities of all field personnel and subcontractors involved in the projects from mobilization through closeout documentation
- Implements safety toolbox talks, makes safety plan available for all personnel onsite, complies with company safety procedures
- Attends and participates in project related meetings with all stake-holders
- Introduction to office and field staff to build rapport and learn what each person's role is.

#### **3 months and ongoing:**

- Demonstrates a thorough knowledge of construction techniques and the ability to derive the most efficient method of completing a task
- Use foresight to anticipate problems before they develop
- Possess the ability to schedule inspections and work well with building officials
- Adhere to progress schedules and makes effort to control job costs
- Improve production methods or implementing motivational plans for review.

#### **6-12 months and ongoing:**

- Maintain leadership abilities at the job site and to progress the goals of the Company
- Coordinates and directs the activities of site personnel, design professionals, and building officials to ensure that the most cost effective and efficient construction methods are utilized
- Ensures project manager is informed of any changes or issues that arise at the job site

### **EDUCATION, SKILLS & EXPERIENCE:**

- 5+ years' experience as a Superintendent in commercial projects in the size of \$200k - \$5 mil required



- High school diploma or general education degree (GED) or equivalent combination of education and experience **required**
- Ability to read and interpret plans and specifications **required**
- Proficiency in Bluebeam, MS Project, or other related Construction Management software **preferred**
- Proficiency in Project HQ software **preferred**
- OSHA 30 Certification **preferred**
- Proven understanding of constructability and means and methods in construction **required**
- Proven knowledge of safety requirements at construction sites **required**
- Proven ability to properly sequence project tasks and schedule subcontractors appropriately
- Maintain Prime General Contractors expectations for high quality work and hold subcontractors accountable
- Skilled Carpenter **required**

#### **COMPENSATION & COMPANY BENEFITS:**

Compensation based on experience and skill set

**Health:** Medical / Dental / Vision

**Well-being:** 3 weeks PTO / Paid Holidays / Long Term and Short Term Disability / Life & AD&D Voluntary insurance / Aflac

**Financial Wellness:** 401K with Matching Scale / Potential Discretionary bonus annually / Vehicle Allowance and gas card / Cell phone reimbursement

#### **WHO WE ARE:**

Founded in 2005 by three friends passionate about commercial construction, Prime General Contractors quickly grew into a family-relationship-centric business. Family, community involvement, and achieving long lasting relationships, these values represent the foundation of our success.

Prime General contracting is a mid-size commercial general contractor based in Eagan, Minnesota. We establish long-term relationships with our customers based on value, trust and our ability to follow through and successfully complete projects.

Prime General contracting is a fun, outgoing, and collaborative company whose industry-leading team is here to serve our community. We are proud of our culture and give back to our community by supporting community activities, donating, and helping several non-profits.