



## **JOB DESCRIPTION: Project Superintendent @ RENOVATO BUILDERS**

(Revised May 2021)

### **OUR MISSION**

Renovato Builders was created to develop enduring partnerships with Silicon Valley clients in need of construction management and general contracting expertise during all phases of a construction project. To achieve that goal, we offer a project delivery system that is efficient, effective, transparent, and quality-focused. The nexus of our delivery system is to identify clear objectives with input from all stakeholders, establish realistic expectations, and then strive to exceed those expectations.

When hired by Renovato Builders, you won't be just "another number". At our company, we take pride in hand-selecting our employees and consultants, and making sure they will become an essential part of the team while performing meaningful tasks. We are not a large corporation, so our team is very tightly knit and works through collaboration with each other. As a **Project Superintendent**, you will:

- ❖ Interface with a wide variety of professionals and stakeholders including architects, consultants, owner representatives, subcontractors, suppliers, etc. Professional conduct and behavior is expected of all Renovato Builders employees.
- ❖ Understand client's goals and project's design intent.
- ❖ Manage the day-to-day field operations of assigned project(s) including planning, coordinating, and sequencing work and materials procurement.
- ❖ Supervise subcontractors and vendors to ensure work is completed on time and within budget while adhering to Renovato Builders' quality standards.
- ❖ Enforce safety on jobsite and implement, enforce, and effectively manage Renovato Builders' IIPP and Code of Safe Practices.
- ❖ Follow and abide by Cal-OSHA regulations, and ensure all trades/workers on jobsite comply with jobsite safety requirements.
- ❖ Promote and enforce jobsite cleanliness per Renovato Builders standards.
- ❖ Manage and publish the project schedule on a regular basis in coordination with Project Manager.

efficiency through **INNOVATION**

- ❖ Manage and publish short interval schedule and review with subcontractors on a weekly basis during subcontractors' meetings.
- ❖ Assist Project Manager in reporting accurate schedule delays into "Delay Log" on a weekly basis.
- ❖ Run weekly safety and subcontractors coordination meetings.
- ❖ Ensure required inspections are scheduled, coordinated, performed, tracked, and closed out.
- ❖ Effectively measure and monitor quality and workmanship.
- ❖ Manage, inspect, and follow up with subcontractors on project's Punch List completion.
- ❖ Mentor and develop junior staff.
- ❖ Mitigate risk on behalf of Renovato Builders.
- ❖ Promote safety, continuous improvement, and innovative methods.

#### **What You'll Need to Succeed at this Role:**

- ❖ High School diploma or equivalent.
- ❖ Bachelor's degree (preferably in Civil Engineering, Construction Management, Architectural Engineering or Architecture) is a plus.
- ❖ A minimum of 7 years combined experience as a Superintendent, Lead Foreman, or equivalent.
- ❖ Experience in both commercial and residential projects is a plus.
- ❖ Ability to manage multiple projects concurrently.
- ❖ Advanced familiarity with all aspects of building construction including site work, structure, finishes, envelope, MEPS.
- ❖ Thorough understanding and function of the MEPS systems of a building and the timing for its start-up during the TCO/commissioning process.
- ❖ Working knowledge of construction drawings, scheduling, permitting process, field inspections, QA/QC methods, and different project delivery systems.
- ❖ Experience in scheduling and ability to use MS Project in setting up and managing a project schedule.
- ❖ Intermediate to advanced computer skills with the ability to use MS Office with proficiency (Word, Excel, Outlook).
- ❖ Understanding and previous experience utilizing Lean Construction Principles is a plus.
- ❖ Experience in using Red Team Software or equivalent is preferred.
- ❖ Solid understanding of pertinent local, state, and federal laws, rules, regulations, and procedures.

- ❖ Bi-lingual abilities is a plus.
- ❖ Problem solving skills are expected.
- ❖ Possess high analytical skills, versatility, extreme organizational habits, and ability to handle multiple tasks simultaneously.
- ❖ Excellent communication skills. Ability to address an audience of various sizes and effectively communicate his/her message and ideas. Ability to write clear and concise thoughts in a professional manner.
- ❖ Working level knowledge of quality decision making and use of sound judgement.
- ❖ Customer focus attitude and the ability to work cohesively with many stakeholders.
- ❖ Eagerness to learn new skills, team player attitude, and ability to work well with others.
- ❖ Ability to influence others to meet deadlines and accomplish required tasks, in a pleasant yet firm manner.
- ❖ Capacity to handle a demanding role with time sensitive deadlines, and ability to address multiple tasks concurrently in a timely fashion.

Renovato Builders is an ***Equal Opportunity Employer***. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.

We look forward to having you become part of our great team at **RENOVATO BUILDERS!!**

Sincerely,



Leo Renovato  
**RENOVATO BUILDERS**  
CEO & President

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