**Concrete Superintendent Job Description**

**Salary: $50k to $85K DOE**

**Essential Functions/Major Responsibilities:**

* Effectively communicate with project managers, vendors, peers, customers and other superintendents.
* Manage concrete crews on multiple job sites.
* Overseeing daily concrete site forming, pouring, and finishing on multiple job sites.
* Reading and interpreting complex plans and communicating what needs done daily.
* Plans / schedules work, staffing, equipment and supplies for multiple job site daily.
* Visits and walks all job sites under your supervision daily.
* Maintains a safety minded environment among employees and subcontractors on all job sites.
* Ensures quality control measures are in place and monitored daily on all job sites.
* Ensure all needed job site equipment is on site and ready for use on time, daily.
* Ensures daily employee time is accurately recorded and turned into the office weekly.
* Assists with biding and project budgeting as needed.
* Participate in weekly construction meetings with other superintendents, project managers, owner and appropriate administrative team members.
* Attend pre-construction meetings.
* Meet with customers daily, weekly, monthly as needed to complete projects per their contracts.
* Ensure change orders are communicated to project manager and approved before work is performed.
* Coordinate with Project Manager that purchase orders, submittals, shop drawings and daily logs are documented and approved before work is performed.

**Qualifications:**

* Extensive knowledge in concrete forming, pouring and finishing.
* Experience managing concrete crews.
* Thorough understanding of reading and interpreting plans.
* Able to demonstrate good communication skills verbally, written and electronically.
* Experience using different technology to ensure job site grading is accurate.
* Knowledge of structural carpentry (Preferred)
* Past experience of demonstrating good team work (Preferred)
* Must pass pre-employment drug screen.
* Driver’s license and good driving record.

**As an equal opportunity employer Silver Creek Contracting will hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability. Silver Creek Contracting also enforces a zero-tolerance drug and alcohol policy.**

**Employee Benefits: Silver Creek Contracting offers a competitive benefits package that consists of employer paid Medical/Vision for employees and a matching 401K Program. Employees also have the option of enrolling in Dental Coverage as well as AFLAC.**