



GREENFIRE
BUILDERS OF THE FUTURE

Superintendent Summary

Greenfire Management Services, LLC (GMS), was recently named one of the Southeastern Wisconsin's fastest growing firms. We are a Construction Management firm located in Milwaukee, Wisconsin. Founded in 2010, **Greenfire** is a wholly-owned company of the Potawatomi Business Development Corporation, the investment arm of the Forest County Potawatomi Community, and as such, maintains minority contractor status. We offer our employees a competitive benefit package, 401(k).

Greenfire Management Services, LLC is currently recruiting for a Superintendent. The Superintendent is an integral part of the team, responsible to plan, schedule and manage field operations of all assigned projects and supervises subcontractor labor, manages site logistics, coordinates delivery of materials and use of equipment to successfully complete jobs on time, at or under budget, to meet company plans and to meet customer specifications and expectations.

Duties & Responsibilities:

- Studies, reviews and becomes familiar with project scope, all engineering drawings, specifications, site surveys, shop drawings, materials and other conditions on all jobs to ensure the smooth flow of work and on-time completion.
- Is responsible for the overall project quality. Provides photo record of all concealed work to document proper installation.
- Is responsible for the initial set up and delivery of all materials, subcontractors, crew and equipment for jobs and meeting project schedules. And take required corrective action to maintain the schedule.
- Works with the project team to keep the owner informed on project status, work through any plan irregularities, and have the project fulfill the owner's vision.
- Identifies project issues and generates RFIs as early as possible and allow enough response time.
- Verifies all subcontractors have signed subcontracts and proper insurance prior to allowing them on the job site.
- Resolves issues in the field, disputes and interacts with other contractors, subcontractors and trades to coordinate daily job schedules and workflow as necessary.
- Attends subcontractor pre-construction meetings, conducts weekly job site subcontractor coordination meetings and prepares meeting minutes if request by PM.
- Actively addresses and notifies the PM of any detail or quality concerns for proper follow-up with the architect.
- Ensures that all employees on the job sites adhere to established safety regulations, practices, and wear appropriate protective equipment and clothing.
- Responds to safety citations issues by the Safety Director / Safety Inspector. Communicates violations with the Safety Director.
- Performs other duties or tasks as may be assigned by the Director of Operations.



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Education:

- Requires a high school diploma or equivalent. Prefer journeyman level trade experience, a technical certificate or engineering degree from an accredited college or,
- Five or more years' experience managing operations of jobs up to \$5,000,000.
- Must have a valid Wisconsin driver's license.
- Must be insurable by the company's insurance company.
- Requires the ability to guide, direct and coordinate the work of multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the company's interests in mind.
- Requires the ability to provide work direction; to work within established time and cost guidelines; and to monitor progress and take action to achieve project objectives.
- Requires the ability to respond to inquiries or complaints from customers, vendors, contractors, regulatory agencies and members of the business community.
- Requires excellent knowledge of the construction industry, technologies, and trends impacting its business. Must be able to envision the finished product from looking at drawings.
- Must possess good communication skills, both verbally and in writing, in English, to interact with owners, subcontractors and fellow employees, write and read reports and make presentations as required. Occasionally must communicate with customers and subcontractors in stressful situations.
- The Superintendent is required to stand for prolonged periods. Must be able to walk around the job site and may be required to sit while performing the supervisory and administrative functions such as scheduling, report writing, etc. Must have a full range of body movements including the use of his hands to finger, handle and feel objects such as tools and equipment. The ability to bend the body, to reach for objects, work overhead, and to crouch when needed is also required. Must have the ability to lift 100 pounds.
- Must be able to pass background check and pre-employment drug tests and comply with company drug policies.

Working Conditions:

- Harsh, rigorous and at times rough conditions describe the conditions of commercial/industrial construction.
- Hazardous conditions exist. Company and customer safety rules and regulations must be strictly enforced.
- Job sites are at times dusty with loud noise due to construction. Work is done outside in all types of weather including heavy rains, temperatures ranging from freezing snow to hot and humid. Any interior work may incur extremes of temperature, hazards and discomfort as well.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.