



## **ASSISTANT SUPERINTENDENT/FOREMAN**

Clark Construction, LLC headquartered on Bainbridge Island is one of the Puget Sound region's premier construction firms. Our team of highly skilled construction professionals brings experience in an impressive range of projects, of every scale, from home remodels to multimillion-dollar commercial. An employee owned company, we are committed to building exceptional structures that reflects fine craftsmanship, superior attention to detail, outstanding value and customer service that exceeds the expectation of every valued client.

### **Role and Responsibilities**

- Arrive early at jobsite and ensure site is ready for team
- Read and understand plans on paper and Procore
- Access plans using computer and tablet
- Review and assign scope of work to all trades
- Manage and comply with project budgets; understand what is/is not included in the budget
- Communicate, track, and document changes to the budget (e.g., Change Orders)
- Multi-task and manage multiple projects and people including office and support staff
- Responsible for processing all written documentation for a project including, but not limited to, RFIs, submittals, updating documents, maintaining accurate and detailed meeting notes and conversation reports and the timely input of all the data into the appropriate Procore job
- Assist the Project Manager and Superintendent with tasks that s/he requests
- Assist the Superintendent in updating schedules and assuring contractual responsibilities are met
- QA/QC on work managed
- Maintain a highly functional and organized work environment
- Uphold a strict level of confidentiality
- Perform other duties as assigned

### **Hiring Requirements**

- Dependable and timely
- Years of experience: 2-5
- Excellent communication and interpersonal skills to collaborate with field staff, architects, engineers, and owners
- Leadership/management skills
- Able to manage 1-4 man crew
- Able to do material takeoffs
- First Aid/CPR certification
- OSHA 10 certification
- Knowledge of Labor and Industry safety rules, WISHA, and OSHA
- Excellent computer skills including Outlook, Excel, Word, Project, and Procore
- Valid Driver's License and dependable transportation

## **Physical Requirements**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Ability to stand and walk for a 10-12-hour day
- Ability to lift 50 lbs., including overhead
- Ability to perform physical and repetitive motions
- Ability to sit, walk, stand, bend, squat, climb, kneel and twist on an intermittent or continuous basis
- Requires vision and hearing abilities
- Ability to climb permanent and temporary stairs
- Ability to climb ladders and negotiate work areas under construction

## **Required Tools and Equipment**

- Hand carry toolbox/bucket
- Nail Bags, Razor Knife, Framing/Demo Hammer
- 7 ¼" Circular Saw, Electrical Reciprocating Saw
- 1" Utility Chisel, Hammer-Tacker, Multiple Bit Screwdriver
- 12" Crescent Wrench, Flat Bar (wonder-bar), Nail Puller (cats-paw)
- 30-35' Tape Measure, Extension Cord 12 gauge 100' tagged
- 100' Air-Hose with ¼" fittings, Speed Square, Chalk Line, Keel/Crayon-Marker
- Cordless Kit (Drill, Impact Driver, Reciprocal Saw, Circular Trim Saw)
- 4ft Level, Finish Hammer Framing Square, String Line, Plumb-bob, 4' Ladder
- Drill Bit (Paddle Bits ¼" – 1 ½")
- 2ft Level, 6ft Level, Coping Saw, Block Plane, Quality Chisel Set, Belt Sander, Wood/Metal Files
- Hand-Held Power Planer, Jig Saw, Palm/Orbital Sander, Clamp Set
- (Fein) Multi-Tool
- Job Box, Air Compressor (Big Wheelbarrow)
- Chop Saw, Table Saw, Gorilla Extendable Ladder, Sledgehammer, Pointed Shovel, Pick, Flat Nose Shovel, Pry Bar Set, Plumb Laser
- Full set of Finish Nailer, Micro-Pinner 18GA 15GA ¼" Crown Stapler
- Roto-Hammer, 4" Angle Grinder
- 2 Framing Guns

## **Required Personal Protective Equipment-**

**These Items Are Required on The Jobsite Every Day, Whether in Use or Not**

- Protective Eyewear and Hard Hat
- Respirator
- Gloves
- Work Boots
- Fall protection
- Back Brace

- Protective Earmuffs

### **Compensation and Benefits**

This is a full-time exempt position, requiring occasional evening and weekend work. The salary range for this position is \$60,000 – \$85,000 DOE. Clark Construction is an Equal Opportunity Employer.

In addition, Clark offers the following benefits to full-time staff:

Paid time off: 80 hours per calendar year of paid time off (“PTO”) for sick, vacation and personal time

Paid Holidays: There are 7 paid holidays each year:

- New Year’s Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

Insurance: Eligible for health, dental and short-term disability insurance on the first day of work for employees working at least 30 hours per week

Retirement Savings: Eligible for 401K program through Contractor’s Plan

### **How to Apply**

Applications accepted until the position is filled. Please send cover letter and resume to: [hr@clarkconstruct.com](mailto:hr@clarkconstruct.com). No phone calls please; only applicants selected for interviews will be contacted.