



Damuth Trane Position Opening

Job Title: Project Superintendent
Department: Contracting
Reports To: Project Manager
FLSA Status: Exempt (Salaried)
Posting Date: 2/3/2017

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Required - High school diploma or equivalent
- Preferred - Associate's degree in engineering, engineering technology or business management and 3 years of experience in engineering or construction management; or equivalent combination of education and experience.

Special Skills

- Required – Proficiency in Microsoft Office products (Excel, Word, Outlook)
- Required – Detail oriented
- Required - Excellent communication skills
- Required - Must be capable of working in a team environment, and bringing out the best in others
- Required - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Required - Ability to write reports, business correspondence, and procedure manuals
- Required - Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Other Requirements:

- Required - Ability to pass drug screening.
- Required - Mobility within the office.
- Required - Ability to lift and carry 25 pounds.
- Required - Willing to travel locally as required.
- Required - Ability to prove U.S. Employment eligibility.
- Required - Ability to communicate with others both written and orally.

Certificates, Licenses, Registrations

- Required - Mobility within the office and on the jobsite
- Required - Ability to regularly lift and/or move up to 25 pounds
- Required - Valid Driver's license and good driving record

Primary Role:

To provide *exceptional* customer service to internal and external customers by meeting customer needs and commitments through ensuring proper completion of projects on time and within budgets. The Project Superintendent will accomplish these things by coordinating with customers and sub-contractors.

Essential Duties and Responsibilities include the following:

*Other duties may be assigned.

- Attendance at jobsite meetings as assigned by the Project Manager
- Validation of level of completion of scope of work for subcontractors, Damuth technicians, and other trades (like mechanical, electrical, drywall, etc.) as assigned by the Project Manager
- Represent Damuth Trane on jobsites when there are questions or concerns
- Assist the Project Manager in creation of project close out plans
- Assist the Project Manager in identification of risks and possible cost overruns
- If risks or cost overruns are identified, generate suggestions on how to correct and/or handle the situation to the Project Manager
- Assist in insuring compliance with standard processes of technician project task management and reporting
- Monitor technician compliance with established standards of task management on job site visits.
- Assist Project Managers in development of schedules to ensure adequate preparation and supervision of technicians during critical phasing of open projects.
- Assist Project Managers with choices related to project assignment as requested with the development of technicians in mind
- Complete at least 4 Safety Observations per month
- Coordinate with Mechanical Contractors and/or General Contractors related to the project schedule
- Monitor subcontractor progress in relation to the schedule; advise Project Manager if critical dates are not being made
- Work with Project Technicians to layout sensor location in Mechanical Pipe Systems
- Resolve Material Deficiencies on the project, coordinate resources as required
- Punch-list Management – coordination of subcontractor and other parties to resolve contract punch-lists items
- Support all Pre-Commissioning activities as required
- Assist Project Administrator and Project Technicians with tracking and following SPD requests
- Assist Project Manager with tracking and completing warranty calls
- Flexibility to work overtime/weekends, as required.

Customer Service

- Provide *Gold Standard* customer service. Be reliable, be responsive, make customers feel valued, be empathetic, and be competent.
- Return all customer inquiries within 24 hours. Answer customer calls and e-mail quickly, thoroughly and, pleasantly. Communicate with customers in a friendly, professional, and patient manner.
- Perform all duties with the goal of building and maintaining long-term customer relationships.
- Immediately address any customer's concern. Request the involvement of other Company personnel as required. Notify Team Leader of any major concerns and the action taken to resolve it.
- Never say or act as though something is not your job.

Teamwork

- Demonstrate and promote a spirit of cooperation and teamwork throughout the Company.
- Provide backup support for other team members.
- Continually look for ways to improve our processes and ability to serve our customers effectively.
- Improve your personal performance on a continual basis. Suggest training programs or other

opportunities for improvement to your Team Leader as they apply.

- Practice Shared Values
 - Treat other with uncompromising truth
 - Lavish trust on your associates
 - Mentor unselfishly
 - Be receptive to new ideas, regardless of their origin
 - Take personal risks for the organization's sake
 - Give credit where it's due
 - Do not touch dishonest dollars
 - Put the interest of others before your own

Safety

- Use safe work practices in the office and promote safe practices in the field
- Complete required safety training on time
- Proper PPE equipment must be used at all times within industrial facilities and in construction zones
- Notify Team Leader or Safety Director of any unsafe conditions
- Comply with all customer safety requirements during jobsite visits

Other Responsibilities

- Must have neat personal appearance
- Must be courteous and diplomatic
- Business is to be conducted with the highest level of personal integrity
- Maintain a positive demeanor – keep a smile on your face and “in your voice”
- Continue education for professional and personal growth

Supervisory Responsibilities

- This job has no supervisory responsibilities

Benefits

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Retirement Benefits
- Disability Insurance
- Paid Time Off (Sick and Vacation Time)
- Short and Long Term Disability (Company Paid)
- Maternity and Paternity Leave
- Jury Duty Pay
- Bereavement Leave
- Flexible Spending Account
- 401(k) and Profit Sharing Plan
- ...and more!

How to Apply

Go to the following website and apply online: <http://www.damuth.com/careers/>

**Please note that applications / resumes are only accepted online only. If you do not have access to the internet, you may use the online resources at our main office. Please call Human Resources at (757) 558-0200 in advance to schedule an appointment to apply.*