



JOB DESCRIPTION

COMPANY: Rosebud Construction, Inc

POSITION: Area Superintendent

REPORT: Executive Project Manager

CLASSIFICATION: Salary/Exempt

JOB SUMMARY:

The Area Superintendent is responsible for ensuring projects are completed successfully and timely. Area Superintendent will monitor projects from planning to completion, including tasks such as budgeting and scheduling while following quality standards and ensuring the safety and security of the construction site.

ESSENTIAL FUNCTIONS:

- Collaborate with Project Managers and subcontractors to determine project needs.
- Set performance goals and deadlines.
- Plan construction processes.
- Estimate costs and ensure the project is on budget.
- Supervise field staff and provide constructive feedback.
- Monitor and report on project progress.
- Plan inspections and obtain construction permits.
- Implement safety and quality guidelines.
- Order the appropriate equipment and supplies.
- Keep track of material stock and orders.
- Resolve on-site issues and emergencies.
- Knowledge and experience doing construction business in Indian country and working with TERO/TECRO.



ADDITIONAL RESPONSIBILITIES:

- Complete any other job-related duties as assigned.

EDUCATION AND EXPERIENCE:

- Degree in Engineering, Construction Management, or similar field.
- Previous experience as a construction superintendent or in a similar role.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local quality, safety, and health guidelines for construction job sites
- In-depth understanding of construction operations and processes
- Familiarity with CAD software
- Proficiency in Microsoft Office
- Excellent organizational and time management skills
- Ability to lead and inspire

COMPENSATION:

Salary based on education, qualifications, experience, and salary history. The position is classified as Construction Manager's position according to the Bureau of Labor Statistics wage scale.

CERTIFICATIONS

I have read and understand this job description.

Employee Signature

Job Description Approved:

Executive Director, REDCO



Chairman, Board of Directors