



## **ASSISTANT SUPERINTENDENT**

### **Job description**

The Assistant Superintendent is responsible for the general support of the Superintendent. He/She supervises a specific part of the project and is responsible for safety, overall coordination, and the use and care of tools within that area of responsibility. The Assistant Superintendent must be able to take and give direction and be able to communicate clearly with staff at all levels of field operations. Functionally, the Assistant Superintendent reports to the Superintendent, and administratively, to the Director of Field Operations.

### **Desired Skills and Experience**

This position requires a leader that is a self-starter who can execute and complete assigned activities. The Assistant Superintendent must have a minimum of two years' experience as a Foreman and knowledge of multiple construction trades. He/She must have an acceptable combination of education at the post-secondary level, college degree(s) in engineering, construction management or business; vocational training; and/or field construction experience. The Assistant Superintendent must be capable of learning new technical and non-technical information and applying it in the field.

### **Major Duties & Responsibilities**

The individual must demonstrate commitment to an injury-free environment through own actions and mentoring others, read and thoroughly understand project contract requirements and assist in the supervision and responsibility of the total construction effort in accordance with design, budget, quality and schedule. The Assistant Superintendent must have OSHA and First Aid/CPR certifications.

### **Work Environment/Job Conditions**

This position requires frequent walking, standing, bending and reaching. He/She must be able to navigate the jobsite and must comply with all Company safety requirements in the office and on the jobsite. Heavy equipment may be used, and he/she needs to be able to lift objects that may be heavy.

Astra offers competitive compensation and benefits packages, including paid vacation and holidays, medical insurance, life insurance, long-term disability coverage, vehicle allowance, phone allowance, and company matching 401(k). Salary will be commensurate on experience. We believe in ethical and fair treatment of our customers and employees to remain a leader in our industry. We are an equal opportunity employer and are a drug/smoke free workplace.