



SUPERINTENDENT

Tasks could include, but not be limited to:

- Reviews budget provided by Project Manager
- Demonstrates knowledge of plans and specifications
- Ensures that jobs are completed within budgeted costs
- Oversees maintenance, delivery and storage of rental equipment while on job site
- Monitors and reviews man-hour budget
- Ensures that jobs meet completion deadlines
- Ensures that all work performed by subcontractors and Astra Group employees is
 - completed per contract, plans and specifications in a timely manner
- Ensures that Subcontractors have signed Contract, Certificate of Insurance and completed Vendor Registration form prior to commencement of work
- Ensures timely and efficient job closeout
- Completes required paperwork accurately and timely
- Attends weekly meeting at main office with Operations Manager
- Maintains Daily Log
- Monitors and updates project schedule
- Provides “Two-week Plan of Action” at weekly meeting
- Ensures that appropriate steps are taken to keep job sites neat and clean
- Approves invoices for work performed as outlined in base contract and additional change orders
- Oversees the performance of Field Foreman and Field Laborers
- Monitors and approves all field labor and field foreman time cards weekly related to assigned job
- Investigates and reports all workers compensation, liability and auto accidents
- Investigates any thefts
- Trains new employees in compliance with state and federal government regulations
- Ensures compliance with hazardous material permits and licenses, hazardous material communication and approval and maintenance of jobsite traffic control plans
- Conducts regular performance appraisals
- Maintains clean MVR
- Maintain good employee relations
- Meets or exceeds company and customer expectations
- Produces a high quality of work

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.



- Maintains a neat appearance and dresses appropriately for the job
- Maintains a good attendance record
- Observes Company policies and procedures
- Observes Company safety rules and regulations
- Ensures that safety program is implemented for Field Foreman and Field Laborer
- Presents a positive attitude about the Company and the job
- Is a team player

Physical requirements could include, but not be limited to:

- Walking an entire job site
- Drug testing
- Lifting 10 pounds to 50 pounds

Skill requirements could include, but not be limited to:

- Good communication skills
- Ability to comprehend and complete instructions given by President, Vice President of Astra Group, Inc., Customers, Operations Manager and Project Manager
- Previous construction experience
- Previous construction field experience
- Ability to read and interpret site plans
- Demonstrates knowledge of contract administration
- Demonstrates knowledge of industry-related trades

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