Job Description for Superintendent, Projects Execution - Capital & Design

Overview

The Superintendent, Projects Execution - Capital & Design will lead and oversee the execution of capital projects and design initiatives. This individual will ensure that projects are completed on time, within budget, and to the highest quality standards. They will collaborate with various stakeholders, including project managers, engineers, architects, and contractors, to deliver successful project outcomes.

Responsibilities

Project Management

- Develop and oversee project schedules, budgets, and resource allocations.
- Ensure all projects are executed in compliance with company policies, regulations, and safety standards.
- Identify and mitigate risks associated with project execution.
- Monitor project progress and make adjustments as needed to ensure timely completion.
- Provide regular updates and reports to senior management on project status and performance.

Collaboration and Communication

- Work closely with project managers, engineers, and architects to define project scope and objectives.
- Facilitate communication between internal and external stakeholders to ensure alignment and coordination.
- Resolve conflicts and issues that arise during project execution.
- Engage with contractors and vendors to ensure project deliverables meet quality standards.

Financial Management

- Monitor project budgets and expenditures, ensuring cost control and financial accountability.
- Analyze financial data to identify trends and areas for improvement.
- Prepare financial reports and presentations for senior management.

Quality Assurance

- Implement quality control measures to ensure project deliverables meet or exceed expectations.

- Conduct regular inspections and audits to verify compliance with specifications and standards.
- Address any quality issues promptly and effectively.

Qualifications

Education and Experience

- Bachelor's degree in Engineering, Architecture, Construction Management, or a related field.
- Minimum of 10 years of experience in project management, with a focus on capital projects and design.

Skills and Competencies

- Strong leadership and management skills, with the ability to motivate and guide teams.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Proven ability to manage multiple projects simultaneously, ensuring timely and successful completion.
- In-depth knowledge of project management methodologies, tools, and techniques.
- Finance and budget management expertise.
- High attention to detail and commitment to quality.