

Job Title: Assistant Superintendent

Location: Limestone Building Group, Hartselle, AL

Reports To: General Superintendent

Position Overview:

The Assistant Superintendent supports the Superintendent in overseeing on-site construction activities and coordinating day-to-day job site operations. This role is designed as a **development position**, allowing the Assistant Superintendent to gain hands-on experience while receiving mentorship from experienced Superintendents.

The Assistant Superintendent will help ensure projects are completed safely, efficiently, and according to Limestone Building Group's quality standards.

This role requires the ability to lift 50lbs, the ability to sit for long periods of time, and a willingness to travel if needed.

The Superintendent will be responsible for upholding our core values:

- High Trust
- Proven Quality
- Uncompromising Safety
- Successful Collaboration
- Effective Communication

Responsibilities:

1. On-Site Management and Coordination:

- Assist the Superintendent in coordinating daily on-site construction activities including scheduling, subcontractor coordination, and material deliveries.
- Assist with monitoring work progress and communicating updates to the Superintendent.
- Assist in coordinating subcontractors and vendors to ensure work is progressing according to project plans and schedules.
- Assist in helping maintain organization of job site documentation including daily reports, schedules, and project logs.
- Participate in daily site walkthroughs with the Superintendent to observe project progress and learn construction management practices.

2. Quality Assurance and Safety Compliance:

- Assist the Superintendent in maintaining Limestone Building Group's quality standards on the job site.
- Assist the Superintendent in monitoring compliance with safety protocols and site-specific safety plans.

- Attend safety meetings and assist in communicating safety expectations to subcontractors and job site personnel.
 - Assist in identifying potential safety hazards and communicating concerns to the Superintendent.
3. **Resource and Equipment Management:**
- Assist with the coordination of materials, equipment deliveries, and subcontractor access to the site.
 - Assist in helping monitor material usage and maintain records of deliveries and installations.
 - Assist in tracking project progress and documenting daily activities.
 - Assist the Superintendent in ensuring the job site remains organized and efficient.
4. **Communication and Collaboration:**
- Assist in maintaining clear communication between the Superintendent, Project Manager, subcontractors, and vendors.
 - Support a positive and collaborative job site culture by modeling professionalism and respect.
 - Participate in project meetings and assist in documenting action items and follow-ups.
 - Seek guidance and mentorship from the Superintendent to develop construction management skills.
5. **Client Relations and Project Reporting:**
- Assist the Superintendent in preparing project updates and reports.
 - Assist in communication with clients and project stakeholders when appropriate.
 - Represent Limestone Building Group in a professional manner when interacting with clients, subcontractors, and vendors.

This role must complete all other duties assigned by the direct supervisor and/or upline leadership.

Qualifications and Skills:

- Interest in developing a career in construction management or field supervision.
- Basic understanding of construction processes and job site operations preferred.
- Strong willingness to learn and receive mentorship from experienced team members.
- Strong organizational and communication skills.
- Ability to work collaboratively in a fast-paced environment.
- Basic familiarity with construction management tools and software (e.g., SmartBuild, Procore, Bluebeam) is preferred but not required.