



Job Title: Superintendent
Department: Operations
FLSA Status: Exempt
Reports To: Vice President – Indianapolis
Effective Date: 01/12/2023

Job Summary:

The Superintendent supervises the field construction of a project, including its organization, planning, and scheduling, in order to complete the work on time, within budget, and to quality specified.

Supervisory Responsibilities:

- Oversee all subcontractors, Foremen, Carpenters, Laborers and Cement Finishers

Duties/Responsibilities:

- Manage team of workers, including work schedules, project progress and resource allocation
- Create cost estimates for labor, supplies, materials, and all other project costs
- Collaborate with Clients/Project Owners, Project Managers, and other construction management to determine budget and timeline
- Coordinate materials and equipment delivery with vendors and suppliers
- Create schedules for workers and subcontractors
- Enter hours worked for payroll purposes for both self and team
- Maintain a daily log of the job site's operations, reporting to management as necessary
- Make changes in the operation as necessary, in conjunction with the project team, to best meet construction deadlines
- Implement management techniques that are cost-effective and efficient

Required Skills/Abilities

- Excellent communication and leadership skills
- Great problem-solving and decision-making skills
- Organizational skills, including time management, delegation, prioritization, and multitasking

Education and Experience:

- Approximately 5+ years of supervisory experience in the construction industry
- Experience managing both large and small projects ranging from \$50,000 to \$20+ million



Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires the use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear (bells, whistles, etc), stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 pounds.

Company EEO Statement: Garmong Construction Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

We offer competitive wages and benefits, including medical, dental, vision, life insurance, long term disability, paid time off, 401k with company match, and much more.

SUBMIT RESUMES to the HR Department at hr@garmong.net. Include Superintendent – Indianapolis in the subject line.

Founded in 1923, and guided by 4th generation leadership, Garmong specializes in the construction management and design-build delivery systems for both public and private sector clients. With offices in Indianapolis, Terre Haute, and Evansville Indiana, Garmong is one of Indiana's premier, negotiated-work, fast-track, commercial-industrial contractors.

Garmong has twice, in the past four years, been recognized as one of the fastest growing private companies in the Indianapolis area by the Indianapolis Business Journal and has been a General Contractor of the Year nominee for four consecutive years through the Indiana Subcontractors Association. Additionally, over the past decade, Indiana University has recognized a Garmong company on four separate occasions with the Kelley School of Business Top 100 Growth Award, Garmong was presented with the 2008 Governor's Half Century Award for longevity and community service and was recognized as a finalist in the Indiana Companies to Watch program presented by the Indiana Economic Development Corporation, its Small Business Development Centers and Purdue University. For all other things Garmong, please check out our website: www.garmong.net.