

## **Job Information**

**Title:** Superintendent

**Location:** Albuquerque, NM

**Status:** Full Time

## **SUMMARY**

Directs specific project activities of workers tasked with maintenance, renovation or construction of buildings, roads or parking structure, pipelines, or other construction projects by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Studies specifications to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction.

Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.

Confers with supervisory and engineering personnel and inspectors and suppliers of tools and materials to resolve construction problems and improve construction methods.

Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules.

Prepares or reviews reports on progress, materials used and costs, and adjusts work schedules as indicated by reports.

Ensures the timely collection of timesheets, reviews, and approves timesheets.

Insures all personnel adhere to corporate safety procedures

## **SUPERVISORY RESPONSIBILITIES**

Supervises 3 to 5 forepersons with overall responsibility for all trades within the scope of a specific project. Carries out project supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **PREFERRED QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. S.) from four-year college or university in any Construction related field; or two to five years related experience and/or training; or equivalent combination of education and experience. Basic computer skills required and a working knowledge of standard off the shelf software applications including Microsoft Word, Project, and Excel. Experience dealing with JOC/SABER/Task Orders is highly desired.

ACOE experience and certification is also highly desired.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, blueprints, scale drawings, schematics, or governmental regulations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to read blueprints and schematics.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision, depth perception, and ability to adjust focus.

**\*\*You must submit a NASCO job application to be considered an applicant. You can find and submit a job application on the careers homepage at <http://www.nascousa.com/careers.html>. Please submit completed job applications to [hr@nascousa.com](mailto:hr@nascousa.com)**

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