



WWW.RMRGROUP.NET

ASSISTANT CONSTRUCTION SUPERINTENDENT JOB DESCRIPTION

RMR Group is seeking an experienced **Assistant Construction Superintendent** to work in Big Sky in a mixed commercial/residential environment, with hopes the Applicant is able to self-perform basic construction duties in a safe and efficient manner.

Work Scope

Assistant Superintendent responsibilities and tasks include, but are not limited to:

- Site organization - materials
 - Oversee, maintain and track deliveries
 - Ensure that stock and materials are deployed to each project properly
 - Offload/check all deliveries to relevant storage area
 - Manage stock with an understanding of where the material's "final destination" is
 - Sticker, organize, stack and cover all materials at all times
 - Clearly label material bunks
 - Stay on top of returns
- Site cleanliness
 - Keep interiors of all units free of scrap debris and swept clean
 - Manage and dump dumpsters as needed
 - Clean and organize site exterior
 - Clearly label all sites
 - Keep SWPPP (storm water/pollution/prevention plan) maintained
 - Site access
 - Concrete dump area
- Equipment
 - Keep work vehicle and equipment clean, full of fuel, plugged in (winter), and keys secured at all times
 - Track service records for all vehicles/equipment onsite and notify office when equipment is ready for service
- Site safety
 - Keep guardrail up to date on all fall hazards
 - Secure all buildings at day end (windows and doors closed, etc)
 - Ensure there are no obvious or potential fire safety hazard issues before locking up at end of each day
 - Ensure first aid kits are up to date and full and that fire extinguishers



WWW.RMRGROUP.NET

- are not expired
- Alert supervisor of any need for safety equipment repair &/ or replacement
- Notify supervisor of any subcontractor-related safety infractions (no harness, faulty cords &/or ladders, improper lift use, etc)
- Miscellaneous pick up work
 - Assist in “pick-up” trade work that falls through the cracks
 - Miscellaneous framing
 - Stain siding materials
 - Punch-list assistance
- Tool requirements
 - Tool belt
 - Hammer, 6 in 1 screwdriver, plyers, side cuts, metal sheers, speed square, cats paw, chalk box, 30’ tape, marking crayon
 - Cordless tool set
 - 6 ½” skill saw, Sawzall, impact drill
 - Staple hammer, 100’ tape, digital tape
 - Smart phone with internet access
 - Transportation to the jobsite