

Construction National Superintendent

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Company: Cotton Holdings

Location: Columbus

Category: other-general

Description

Cotton Holdings, Inc., is a diversified holding company with subsidiaries that provide property restoration and recovery, construction, roofing, logistical support, temporary workforce housing, and culinary services to public and private entities worldwide. Cotton combines this diverse suite of services with top talent, innovative technology, and a large inventory of company-owned assets, to offer clients a total solutions package in support of disaster events and large development projects, including complex work environments.

I. Summary

The superintendent will provide direction and coordination of a project. This includes all aspects of the project including performance, administration, documentation, safety, and customer contact.

II. Major Responsibilities

Position requirements and responsibilities will include but are not limited to:

Communicate with operations daily on a project to ensure projects are running smoothly

Keep customers and insurance adjusters up to date on all project activities.

Adhere to all company protocol, project and safety policies, accounting procedures, etc.

Also, responsible to ensure that the service quality is at the company's highest standard

Setting budget on a project to ensure profitability

Perform work within a given budget or communicate job from beginning to end

Project Buy-Outs

Set draw schedule w/Subs & Vendors, pull permits, initiate and follow through to ensure all necessary paperwork is in the project file

Develop a Site Safety Plan to communicate and have followed by Field Supervisor and labor

Budgeting project to ensure profitability

Keep client and adjuster informed to promote good customer service

Ensure job files have proper-signed contracts and required forms depending on the type of job

Process files on a timely basis to ensure accurate processing by the accounting department

Complete/draft Project Management Reviews daily for job file

Conduct Safety Toolbox meetings

Participate in safety investigations to minimize risk

Provide feedback (positive or negative) to Operation and Production Managers regarding individual jobs as needed

Keep an open line of communication and constant networking with the adjuster, the insurance community, and any target business assigned

Maintain the highest of integrity to ensure the Cotton image is viewed in the most positive manner

Hiring of sub-contractors and suppliers

Direction of daily activities on construction projects

Meeting the needs and request of the client and adjuster

Conflict resolution with customers

Performance of operation staff and change of scope

Understanding of workflow procedures and systems.

III. Background Requirements

Education:

Bachelor's degree or equivalent work experience

Experience:

Construction project knowledge preferred

OSHA 10 or 30-hour a plus

Knowledge and Skills:

Understanding of workflow procedures and systems

Knowledge of the insurance industry a plus

Microsoft Office applications

Proven organizational, problem-solving, and communication skills

Proven ability to build relationships

Good driving record

Minimum of twenty-one (21) years of age and have a minimum of three (3) years of verifiable driving experience.

No more than 2 moving violation in the past 3 years

No repeat seat belt violations

No high-speed moving violations in the past 3 years

Ability to travel, both domestically and internationally as business needs arise

REQUIRED

Disclaimer

This Job Description indicates the general nature and level of work expected of the incumbent(s). It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent(s) may be asked to perform other duties as requested.

Equal Opportunity Employer/Veterans/Disabled

Cotton is proud to be an Equal Employment Opportunity, Affirmative Action, Veterans, Disabled, and LGBTQ employer. Cotton promotes a respectful work environment of inclusion and is committed to building teams that represent a variety of backgrounds, perspectives, skills, and experiences.

If you are an individual with a disability and need a reasonable accommodation to assist with your job search or application for employment, please contact HR (877) 511-2962

#commercial

Founded in 1996, Cotton Holdings Inc. is a leading infrastructure support services company with subsidiaries that conduct business under the Cotton USA, Cotton International, Cotton Roofing, Cotton Logistics, Cotton Culinary, OneLodge, OneTeam, Stellar Commercial Roofing, Full Circle Restoration, Target Solutions, and Advanced Catastrophe Technologies, Inc. brands. Headquartered in Katy, Texas with an International Logistics Center and regional offices throughout North America, Cotton provides property restoration and recovery, construction, roofing, consulting, workforce staffing, temporary housing and culinary services to public and private entities worldwide.

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