

**OLD TOWN CONSTRUCTION
ASSISTANT SUPERINTENDENT
JOB DESCRIPTION**

MISSION

The Assistant Superintendent will maintain the integrity of Old Town in all aspects. All responsibilities performed require knowledge and understanding of all Old Town properties, mission and values. Candidate will possess an entrepreneurial work ethic and be able to work collaboratively with other Old Town team members.

RESPONSIBILITIES

Primary responsibilities include supporting all aspects of the on-site building process, safety, quality control, schedule, and manpower allocation. The successful candidate will demonstrate a fundamental understanding of the construction process, and possess a desire to support, learn and grow in the Commercial Construction industry. Additional responsibilities listed below.

- Support the Project Superintendent in the total construction effort to ensure project is constructed in accordance with design, and schedule, and quality which includes interfacing with other contractors.
- Supervise craft employees and/or other Contractors in the area assigned on project.
- Provide technical assistance, i.e. interpretation of drawings, recommending construction methods and equipment as required.
- Assist project management in developing and implementing project procedures, working documents, standards, etc.
- Assist Project Superintendent in ensuring all on-site personnel comply with project procedures, safety program requirements, and work rules. Document all violations, notify project management, and recommend/implement corrective action as required.
- Assure responsibility for productivity of crafts, efficient use of materials and equipment, and contractual performance of the project.
- Perform additional assignments per supervisory direction.
- Other duties as assigned.

SKILLS & QUALIFICATIONS

- 1-5 years' experience in commercial construction;
- Trade specific background or post-secondary education in construction related degree is preferred;
- Experience with computer based scheduling programs such as Microsoft Project;
- Computer based knowledge Word, Excel and project management systems such as Builder Trend, ProCore or PASKR a plus;
- Basic knowledge and understanding of building systems including: earthwork, utilities, foundations and structural systems, building envelope, MEP installation, and finish work;
- Basic knowledge and ability to facilitate milestone inspections and certificate of occupancy requirements with local building inspectors;
- Excellent ability to read blueprints and assemble practical phasing plans and project schedules;

- Strong foundation of safety management practices and ability to build a safety mindset and safety culture on the jobsite.

**Initial assignment will be in West Lafayette supporting Provenance apartment project. Future assignment likely to be in Hamilton County.

REPORTING

The Assistant Superintendent will report directly to the Project Superintendent to which they are assigned.

Please submit application and resume to Katie@oldtowndesigngroup.com



The Old Town Design Group

Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resource Department.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Current Salary: \$ _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employers, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any application from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or defined duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's partners.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature: _____ Date: _____