

Puetz Design+Build is a progressive Design/Build/Construction Management firm based in Mitchell, SD with offices in Sioux Falls and Pierre SD. We are currently taking applications for a Project Superintendent. Job duties and qualifications include but are not limited to:

1. Requirements

- A. Strong organizational skills, detail orientated and conscientious.
- B. Strong interpersonal capabilities.
- C. Foster positive teamwork relationships with fellow employees, subcontractors, and suppliers.
- D. Maintain an organized and clean office area.
- E. Knowledge of specifications and technical details of a commercial construction projects.
- F. Self-starter and with an analytical mind set.
- G. Ability to use professionalism and ethical judgment in all areas of the job.
- H. 5 years of experience in commercial projects ranging from \$2-\$25 million
- I. Strong computer skills.
- J. Experience in MS Word, MS Excel, Microsoft Project, and ProCore would be beneficial.
- K. Ability to manage multiple subcontractors and in-house field personnel.
- L. Maintain safety, quality and production on a daily basis.
- M. Proficiency in concrete, carpentry, steel erection and pre-cast construction.
- N. Ability to maintain project schedule and budget.
- O. Must have the ability to self-perform all tasks in commercial construction if necessary.

2. Primary Job Duties

- A. Prepare meeting agendas and 3 week look ahead construction schedules.
- B. Generate daily reports on the jobsite.
- C. Manage employees and equipment efficiently.
- D. Coordinate all daily and weekly activities on a commercial jobsite.
- E. Ensure the jobsite is a safe working environment and that all OSHA guidelines and standards are being followed.
- F. Ensure that the plans and specifications are being followed on the jobsite.
- G. Coordinate and facilitate pre-installation meetings with subcontractors on the jobsite.
- H. Prepare weekly meeting notes.

Puetz Design+Build offers an attractive salary and benefit package to qualified applicants.