

<b>Position Description:</b>	Commercial Construction Superintendent
<b>Classification:</b>	Full-time employee (w-2) (salary)
<b>Location:</b>	Campbell, CA

**ABOUT US**

We at **COBE Construction, Inc.** are a group of **Commercial Builders and Engineers** that take great pride in providing exceptional value to every project of which we are a part. We are an innovative company with our own proprietary software and advanced project management tools that better enable the fast paced world of commercial construction. We are fortunate to work with many of the best and well known high tech companies in Silicon Valley. We believe our success over the past 15 years is in large part due to our can-do attitudes, family-like culture, and great work life balance. We genuinely feel that COBE offers its employees a great opportunity to grow and advance their professional careers.

**ABOUT THE POSITION**

As a COBE Construction Night Superintendent you will typically be working between the hours of 4PM and 2AM, and will ultimately responsible for ALL field operations for night projects. The success of each project and the possibility of future projects with the same client and other clients is greatly dependent on your performance as a COBE Superintendent.

**Communication**

- Complete and distribute daily reports and meeting minutes for each project that you are responsible for
- Conduct weekly subcontractor and “tailgate safety” meetings to ensure coordination of trades
- Prepare and distribute the “3-week Look Ahead” and overall project schedules to properly coordinate activities
- Update the Project Manager on the progress of the schedule and notify them of any possible delays
- Communicate and coordinate service shutdowns and traffic or ingress/egress re-routing with the client
- Interface with government agencies for inspections and obtain Certificate of Occupancies
- Develop, maintain and enhance close harmonious relationships with clients, architects, engineers, fellow employees, subcontractors, vendors and local building officials

**Execution**

- Perform a leadership role to keep the project safe, on schedule, and within the budget, as well as high quality
- Prepare daily work activities for in-house labor and be willing to assist at times
- Be responsible for the job site safety by walking jobs multiple times a day and enforcing all job safety procedures
- Conduct job site inspections to confirm each job’s quality, progress, housekeeping, and safety
- Take digital photos of important work conditions (pre-existing conditions, damage, etc.)
- Assist the Project Manager in the job close-out procedures and make sure the client is satisfied with all punch-lists
- Confirm that occupied work areas are clean and safe for clients

**ABOUT YOU****You will need to have**

- Advanced carpentry skills and tools with the ability to self-perform drywall, carpentry, casework, painting, general clean-up and other common commercial trades if needed
- Knowledge of safety requirements and OSHA standards and willing to take classes to further knowledge
- A solid ability to review drawings and specifications for errors, vague information or discrepancies
- Strong organizational skills, and excellent communication skills (written, oral and presentation)
- Strong critical thinking and problem solving abilities and can effectively create solutions to difficult situations
- The ability to work under short schedules with tight budgets and a lot of pressure from clients
- The willingness to work, on occasion, long days, nights and weekends to successfully fulfill the project requirements
- A strong work ethic, high integrity, relentless drive and enthusiasm, and a desire for long-term employment
- Reliability and regular on-time attendance
- The ability to responds positively to direction and feedback from clients, designers, building officials, and managers
- A professional and appropriate demeanor and appearance and a willingness to wear COBE shirts (provided by COBE)
- A knowledge of basic computer skills, familiarity with modern communication tools, and willingness to learn

**BENEFITS**

- We offer stable salary employment with a Bonus Plan, and an opportunity to grow professionally and personally
- Complete health plan, 401K (matching), paid time off, holidays, smart phone
- Company vehicle and gas card
- We are proud to be an Equal Opportunity Employer

For additional information regarding this position and COBE Construction, Inc. please feel free to contact our recruiter Elaine Cook ([Elaine@cobeinc.com](mailto:Elaine@cobeinc.com)) for more detailed information.