



MEP Project Manager and Site Superintendent - Job Description

Job Title:	MEP Site Superintendent
Reports to:	Senior Project Manager and or President
Preferred Location:	Major Metropolitan area with access to national airline hub

SiTESPAN is a solutions provider that specializes in the design, construction, and operation of highly technical facilities in mission critical, financial services, industrial, energy and pharmaceutical industries. Visit our website at www.sitespanllc.com for more information.

We are seeking individuals who strive to the best in what they do for a living; individuals who want to work around similarly driven people. SiTESPAN thrives on pursuing the difficult project, for which others shy-away from. We are successful at these types of projects, because we are a team of highly knowledgeable and driven people; people with unique backgrounds, life-interests, and who refuse to just earn a paycheck.

Job Purpose

A SiTESPAN Site Superintendent is one who consistently delivers, on time and within budget, projects that far exceed client expectations. They diligently plan, organize, and manage work to reach goals and employ the best strategies for achieving desired results. SiTESPAN Site Superintendents always follow through on commitments, take personal responsibility for the quality and timeliness of work, and achieve results with little oversight. They consistently go above and beyond and adapt to changing needs, conditions, safety and work responsibilities. Our Site Superintendents effectively cultivate good team and group dynamics, demonstrate the technical and practical expertise for successful project completion, and display an ongoing commitment to learning and self-improvement. They have an aptitude for unique problem solving and the capacity to develop solutions that are beneficial to all team members. A SiTESPAN Superintendent has the opportunity to work with other like-minded persons, as part of a high-performance team, NOT an under appreciated high-performer, among average performers.

Site Superintendents are responsible for the coordination, implementation, execution, control and completion of assigned projects.

RESULTS

1. Translate the design documents into direction and performance, in partnership with the compiled project team of designers, subcontractors, and vendors.
2. Design and manage the complexities of project scheduling.
3. Forecast and help mitigate the risks of highly complex projects.

KEY SKILLS

1. Attention to detail and accuracy
2. Communication/interpersonal skills
3. Relationship building
4. Developing MOPs/SOPs for construction of live critical systems

5. Collaboration and team work
6. Time management
7. Planning and strategizing
8. Analytical thinking – adaptability

KEY ATTRIBUTES

1. Detail oriented
2. Seeking growth, with a growth minded team
3. Client-focused
4. Knowledge and understanding of the industry
5. Action-oriented/results-driven
6. Adaptability
7. Positive attitude
8. Ability and willingness to learn

BIG 3 GOALS

1. Develop an understanding and partnership for the scopes of work, with each subcontractor trade; helping each subcontractor and vendor be successful in their execution of the project.
2. Translate the client needs, and design documents, into a successfully delivered project.
3. Expand market awareness/presence, through the reputation of unique solutions, by exerting the skill necessary to prove there is a solution at every problem.

VITAL FUNCTIONS

1. Understand development of project sequencing and schedules
2. Understand the critical systems of highly technical facilities, and possess the ability to exercise written and supervised control procedures
3. Taking the lead on difficult project situations, and leading the site team through learning experiences

VITAL PRIORITIES

1. Successful project execution; in budget, schedule, risk-control, and quality
2. Collaboration with other SiTESPAN team members, to help drive the company success
3. Professional development, to broaden and deepen personal skillsets

JOB DESCRIPTION

The following is an overview of the responsibilities this position but does not represent the full breadth of activities:

- Assist in the development and maintenance of preconstruction, construction, and closeout execution plans
- Assist in reviewing project drawings and specifications to gain a full understanding of project scope, client goals and expectations, and resource requirements for each phase of the project
- Identify construction approaches and risks to ensure efficiency and mitigate exposure

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- Take the lead in developing MOPs for cut-overs and tie-ins, on live critical systems.
- Assist in soliciting and coordinating subcontractor and supplier bids for labor, material and equipment
- Assist in the development and maintenance of project schedules, durations, and sequencing logic
- Oversee the activities and performance of subcontractors and suppliers to ensure compliance with quality requirements
- Manage client interaction and promote positive relationships
- Facilitate communication between subcontractors, suppliers, and other project participants
- Resolve worksite issues quickly and effectively in order to keep work progress on track
- Gather information, develop solutions, and adjust to necessary changes in work sequences
- Assist in evaluating the legitimacy of subcontractor and supplier change requests in terms of contractual requirements and validity of cost estimates
- Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations
- Provide a daily report of site conditions including weather, work scope, force levels, and safety issues
- Supervise completion of punch-lists, close-out documentation, and demobilize the job site at the completion of a project

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

QUALIFICATIONS

- Bachelor's degree in Engineering, Construction Management, Trades School, or equivalent combination of technical training and related experience.
- Minimum of 8-10 years of experience in the management of a Mission Critical Facility.
- Construction company background with a portfolio of data center/mission critical facility types, a plus.
- Facility Engineer back-ground also considered.

WORKING CONDITIONS

Site Superintendents work out of a field office at the construction site where they monitor the project and make daily decisions about construction activities. Site Superintendents encounter few safety hazards, but must be extremely cautious when working onsite. Most Site Superintendents work full time, however, the need to meet deadlines and respond to emergencies often requires long hours. Frequent travel will be required depending on project location, especially when managing multiple projects.

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We track performance on the successful execution of responsibilities. Employees are expected to adapt their schedule and work location to the needs of the organization and clients while allowing flexibility to seek a good balance in their schedule.

COMPENSATION

Salary will be better than market rate, based on education and relevant experience.

Employees are also eligible to participate in SiTESPAN's discretionary bonus structure based on personal performance and company profitability.

BENEFITS

- Group medical, dental and vision insurance
- Flexible spending account (FSA)
- Voluntary life insurance
- Employer-paid long-term disability insurance
- Employee assistance program (EAP)
- Safe Harbor 401k retirement plan
- Better than average Paid time-off
- Great opportunities for personal and professional growth

Submit your resume, along with a list of three references, to Jane Deitz at janednitz@sitespanllc.com.

SiTESPAN is an Equal Opportunity Employer that is fully committed to achieving a diverse workforce. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information, disability, or protected veteran status.