



## Assistant Superintendents Needed

Monadnock Construction is a Brooklyn based General Contractor and Construction Management firm founded in 1975. Our projects include new and rehab multifamily residential, commercial, and institutional projects throughout NYC with a strong focus on affordable housing work. Throughout the last 44 years, Monadnock has grown to a staff of about 200 people with about 15 active projects going on at any given time.

Monadnock is hiring for an Assistant Superintendent. The Assistant Superintendent supports all aspects and needs of the project on site in conjunction with the Lead Superintendent and other project staff.

Responsibilities include but are not limited to:

- Work with Lead Super and project team to maintain conformance and anticipate any needed changes in advance.
- Manage site conditions at perimeters. Ensure that fences, gates, hoists, cranes, etc. are maintained or operated as planned and all deliveries are coordinated. Provide all appropriate signage as necessary.
- Maintain all required documentation on site, including log books for Site Safety, work permits or other FDNY requirements, Toolbox Talks, etc. Maintain logs for DOB and DOT permits and initiate renewals as necessary.
- Sustain a thorough working knowledge of all contract documents, submittals and contract scopes of work throughout the course of the project.
- Assist Lead Super as assigned in the preparation and logging of daily reports. Provide thorough documentation of all needed field conditions and installed work.
- Work with Lead Super and project team on overall schedule and coordination of work.
- Conduct daily inspections of work as dictated by the Lead Super. Complete Quality Control checklists and document completion of work.
- Assist Lead Super in preparation of staff timesheets and the overall efficient management of the in-house workforce.
- Actively observe all site conditions as they relate to the safety of the entire workforce. Report any concerns to the Lead Super immediately. The entire project staff is responsible to manage and maintain a safe and compliant site.
- Assist Lead Super in the review of field work order tickets when necessary.
- Participate in the preparation of open-item lists and punchlists. Coordinate the distribution to trades. Re-inspect all work as needed to ensure completion to high standards.
- Carry out assigned tasks from the Lead Super while sustaining the performance of all baseline responsibilities on the project.

# **MONADNOCK**

## **CONSTRUCTION, INC.**



Hourly Wage: **\$55,000-\$85,000+**  
Hours per Week: **40**  
Projected Start Date: **Spring 2020**  
Benefits: **Health Benefits, Sick Days, Vacation Days, Paid Holidays, Tuition Reimbursement, 401K, Other Benefits**

### Requirements:

- OSHA 30 certification
- At least 2 years of construction industry experience
- Basic knowledge of construction practices
- Strong attention to detail and strong communication skills

\*\*Monadnock will provide training if you are interested but do not have the required certifications.

**If you are interested please send resumes and contact information to [Jobs@moncon.com](mailto:Jobs@moncon.com) or call 718-576-3702 for any inquiries or to follow up on the status of your application.**