



SUPERINTENDENT (SERVICE DIVISION)

Why work for EDiS?

We've set the bar for our industry in Delaware and are aggressively seeking growth in the Mid-Atlantic area. Our company and talented employees are held in high regard in our industry and community, and have a relentless commitment to customer loyalty. EDiS Company is extremely proud of its reputation in Delaware and the surrounding areas of Maryland, Pennsylvania, and New Jersey, as well as the construction industry in general. Our key strength is providing comprehensive construction project solutions from the pre-design phase of a project through construction and facility occupancy.

EDiS is currently seeking a **Superintendent for EDiS' Service Division**. EDiS' Superintendent is responsible for soliciting, pricing and managing construction projects, generally in the range up to \$100,000. This Superintendent is responsible for scheduling, coordinating and managing all contractors' activities on projects. This includes managing multiple trade groups (electricians, plumbers, carpenters, etc.) and working closely with all internal and external project team members to make decisions and recommendations to affect the quality, profitability, and optimal outcome of the project. Working various shifts is common in this position. Additional responsibilities include developing new business opportunities and building client relationships that generate repeat business opportunities.

Expectations of ALL EDiS Employees

1. Be a leader by taking responsibility, exhibiting a positive attitude and preserving the company culture.
2. Actively participate in the implementation and support of EDiS' Total Jobsite Safety and Zero Accidents Program.
3. Embrace EDiS' Service Vision and Nine Standards, and apply them to everything you do.
4. Seek to thoroughly understand corporate and industry practices, processes, standards, etc. and their impact on project activities.
5. Strive to continuously build knowledge and skills by pursuing training and development.
6. Serve as a steward of EDiS' financial health and growth.
7. Work ethically and with integrity.

Essential Duties and Responsibilities

1. Work with Division Manager and Project Managers to establish a complete and comprehensive project team in all aspects of project's construction.
2. Solicit and secure business opportunities through prospective and existing clients.
3. Analyze construction documents, project specifications, proposals and other documentation to prepare project time, cost and labor estimates.
4. Review and analyze construction documents to plan for construction in the field.

5. Ensure coordination of subcontractor tradesmen in the field and establish working order to generate successful installations.
6. Conduct daily safety inspections. Uphold project safety requirements by all contractors with full authority to stop contractor's work if unsafe working conditions are observed, in accordance with contract documents and OSHA regulations.
7. Maintain thorough, up-to-date and accurate documentation, as required (e.g., daily logs, safety documentation, etc.).
8. Coordinate, manage and document all required jobsite meetings (e.g., foremen meetings, Pre-Install meetings, etc.).
9. Coordinate with QA/QC Team to improve quality workmanship by all contractors that conforms to specifications and adheres to construction schedule.
10. Assist in preparing and continuously monitoring project schedule.
11. Review and check contractor performance daily. Monitor contractors for adherence to project schedule in accordance with contract documents.
12. Effectively monitor and control project costs (e.g., contractor's work orders, time & material, overtime, etc.).
13. Develop contractor and project pre-punchlists for closeout of project and interim punchlists of the project.
14. Thoroughly complete closeout, punchlist process and internal archiving of project.
15. Coordinate and schedule State and local regulatory and inspection agencies.
16. Ability to self-perform occasional minor carpentry, electrical, plumbing, etc. repairs and activities.
17. Establish and maintain an organized, clean and efficient job site office.
18. Develop and maintain positive relationships with client, contractors and design team to facilitate construction activities and provide opportunities for future projects.

Qualifications/Competencies (Knowledge, Skills, Abilities)

- Proficient with Microsoft Office suite, including Word, Excel and Outlook
- Proficient with software to view, create, manipulate PDFs (e.g., Adobe Acrobat, BlueBeam)
- Knowledge of Delaware, Maryland, Pennsylvania and New Jersey labor market
- Proficient in reading and interpreting documents such as construction plans, safety rules, procedure manuals, schedules, RFIs, etc.
- Ability to work independently and make significant, effective decisions
- Demonstrate sound judgment to make recommendations that affect profitability and quality of project
- Strong negotiation skills to resolve project conditions with contractors, design team and/or client
- Strong verbal communication skills with the ability to effectively present information one-on-one and speak in front of groups
- Strong written communication skills with the ability to write routine reports and business correspondence
- Ability to identify and resolve problems in a timely manner, developing solutions when possible

- Commitment to superior customer service, responding promptly to the clients' needs and meeting commitments
- Open to direction and feedback, listens and seeks clarification
- Display original thinking and creativity and generate suggestions for improving quality of work
- Ability to deal professionally with frequent change, delays or unexpected events
- Exceptional multi-tasking skills and ability to remain poised and professional under pressure
- Team-oriented with the ability to interact positively with internal and external team member

Required Education and Experience

- 4-year degree in Engineering, Construction, or degree from post-secondary program in related field preferred; or equivalent combination of technical education, training, and experience
- 5+ years' experience as onsite construction superintendent
- OSHA 30-hour Certification
- Current CPR and First Aid certification

EDiS offers a competitive benefits and compensation package:

- | | |
|--|------------------------|
| • Health & Dental Plan | • Vacation |
| • Group Life Insurance | • Personal Time |
| • Group Long Term Disability Insurance | • Paid Holidays |
| • Group Long Term Care Insurance | • 401K Plan |
| • Short Term Disability | • Education Assistance |

Equal Employment Opportunity Policy

It is the policy and practice at EDiS Company to make all employment decisions, including hiring, based on individual performance, qualifications, and abilities in order to give equal employment and advancement opportunities to all people. EDiS does not discriminate in employment opportunities or practices on the basis of a person's race, religion, color, sex, pregnancy, marital status, sexual orientation, age, national origin, disability, genetic information, or in any other basis that would be in violation of applicable federal, state or local law.

If you meet the above requirements, we look forward to reviewing your resume and qualifications. Please submit your resume to Beth Press, Director of People Development at bpress@ediscompany.com