



Assistant Superintendent
Full-time
(Assignment Location Lyon Township, MI)

Founded in 2004, PIRHL is a full-service, developer, general contractor and owner of affordable and workforce housing. PIRHL's approach leverages deep expertise in acquisitions and asset management, development and construction with strategic financial and local partnerships. To date, PIRHL has developed 61 properties, 6000 units of real estate (including both new and renovation), serving the Midwest, Mid-Atlantic, Northeast and Southeast regions of the U.S.

PIRHL's Mission: We bend the forces of the universe to create transformational, affordable and sustainable communities that help stabilize the lives of our residents.

Position Overview:

The Assistant Superintendent is responsible assisting the Superintendent on the construction site and to provide leadership on the construction site. The Assistant Superintendent will verify that all work performed is per drawings, specs and PIRHL's standards. The Assistant Superintendent will verify that all work being performed on the job site is completed per OSHA guidelines.

Essential Duties and Responsibilities: *(Must be able to perform the essential functions of this position with or without reasonable accommodation.)*

- Represent the company in a professional manner at all times.
- Review all work scopes, copies of contracts and purchase orders.
- Review drawings and specifications for completeness and offer recommendations for areas of deficiency or areas in need of clarity.
- Continually review drawings and specifications as new drawings and specs are issued and coordinate with subcontractors.
- Foster a professional and cooperative relationship with local building officials as necessary.
- Understand all the requirements to achieve a final occupancy certificate.
- Work with PIRHL team, subcontractors, vendors, and material suppliers to complete a project on time and budget.
- Work with PIRHL team, subcontractors, vendors, and material suppliers to provide a quality product that all parties involved are proud of.
- Work with all subcontractors and vendors on the job and make sure that they coordinate their work with each other.
- Keep an electronic daily report log for the job utilizing PROCORE.
- Develop, revise, and coordinate weekly, and bi-weekly schedules for trades and vendors under your purview.
- Follow-up and confirm schedules for subcontractors, vendors, and material deliveries within your purview.
- Think ahead and remove road blocks that can cause delays in the project.
- Provide schedule updates to the Superintendent for the phases of construction under your purview.
- Document and notify the Superintendent of deficient subcontractor and vendor performance and delays.
- Communicate with the project manager to ensure materials and subcontract buyout are completed to achieve the project schedule.
- Provide problem solving solutions as issues arise and relay to Superintendent.
- Sit in on weekly safety inspections on site and enforce PIRHL's corporate safety policy at all times.
- Be certain to maintain a clean job site.
- Sit in on subcontractor meetings with Superintendent and provide input where necessary.
- Prepare to conduct subcontractor meetings if Superintendent is not available.
- Attend OAC meetings, as requested, with development project manager and others to update project status and other project information.

Role Interfaces:

- Work with the team to remove any roadblocks that can cause delays in the project.
- Communicate with Superintendent on a regular basis to assure that project is on track and that appropriate quality levels are successfully achieved.
- Share experience and lessons learned with other PIRHL field staff.
- Work with the Superintendent to come up with a site logistics and phasing plan for the project.

Qualifications:

- 2-year Associates Degree in Construction Technologies or equivalent is preferred.
- Well versed in on site project management methodologies and procedures.
- Proven background in residential wood frame on site construction project management.

Skills required to perform the essential responsibilities of the position:

- 2-5 years of wood frame on site construction experience.

Abilities required to perform the essential responsibilities of the position:

- Excellent verbal and written communication skills.
- Professionally and positively interact with subordinates, peers, and superiors to achieve maximum financial and schedule goals of the project.
- "Can Do" Attitude.
- Function at an high level with adequate supervision.

Supervisory responsibilities of the position:

- As directed by the project Superintendent and/or VP of Field Operations

Financial responsibilities of the position:

- Monitors, project field operations costs.

Physical Working Conditions:

- Construction operations site with moderate exertion.

TO APPLY

Please send a cover letter, resume, and three (3) professional references to:

Human Resources

800 W. St. Clair Avenue / 4th Floor

Cleveland, OH 44113

HR@pirhl.com

No phone calls, please.