



## **SYNOPSIS POSITION DESCRIPTION**

**Title:** Assistant Superintendent

**Reports to:** Superintendent

**Direct Reports:** Subs, Subcontractor  
Foreman

**Overview:** Provide his/her services as a member of the Jobsite team. First to the superintendent and second to the rest of the team. He will have contact with all the project staff, all subcontractors, owner, architect and outside vendors to help him accomplish his assignments and duties. He also is to help maintain budgets, schedule, quality, safety and further enhance owner/architect relationship. Also responsible to accurate layout of the project including interpreting plans and shop drawings, physical site control, surveying utilities, line, grade and plumbness.

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