

DCS Midwest, LLC
Project Superintendent – Commercial
Job Description
2020



DCS Midwest LLC, formed in 1982, is a fast growing, medium sized, commercial, general contractor with in-house design / build capabilities focusing on construction projects within the Chicago metropolitan market, in both urban and suburban locations. Our primary work consists of negotiated projects in the retail, restaurant and medical sectors working with national brand companies. Projects include but are not limited to out parcel, ground up build-to-suits, large parcel assemblage site, multi-story medical and office buildings and site infrastructure developments.

DCS's current project assignments include the following:

Current Assignments:

- 5 story redevelopment, new building addition, including interior construction of office and health club
- 8.8 acre site development and multi-building project, including 35,000 sf grocery store and 3 individual retail / restaurant buildings
- 9.5 acre site development and multi-building project, including 3 – 5 individual retail / restaurant buildings
- 8.5 acre site development and multi-building project, including 3 – 5 individual retail / restaurant buildings
- 7.5 acre site development and multi-building project, including 3 – 5 individual retail / restaurant buildings
- Convenience Store / Gas, multiple locations, 3,000 – 4,000 sf convenience store with fueling, sites approximately 1 acre
- Restaurant / Retail Out Lots, multiple locations, 2,500 – 10,000 sf restaurant / retail single or mixed use buildings, sites approximately 1 acre
- Medical Clinics, multiple locations, 3,000 – 7,000 sf building, sites approximately 1 acre

General Description:

Position is a full-time, long term, career opportunity to join a successful construction company working as an important team member in the corporate office and field that allows the company to effectively execute and deliver of construction projects within budget, on time and of high quality.

Position:

The Superintendent shall work with the Project Manager and / or Project Engineer providing on-site coordination for all phases construction projects, including coordinating subcontractors, materials and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. The Superintendent needs to be able to communicate fully with

Project Responsibilities:

- Coordination of subcontractors to ensure they are completing their scopes of work timely to maintain the project schedule
- Coordination of material and equipment deliveries
- Coordination and management of public and private utilities company installations that are necessary for the Project
- Coordination and communications with inspectors and other public municipal and governmental entities on all field related issues
- Development (with the assistance of the Project Manager and / or Engineer) and maintenance of the Project CPM master schedule, schedule updates, look-ahead, recovery and completion schedules
- Managing quality control of all project materials and installations to deliver an end product that meets or exceeds the quality specified
- Safety observations and corrections with maintaining overall safety management, and a clean and secure project site
- Assist in coordination of required building or other permits that may be required for the Project
- Coordination of Requests for Information (RFI) between design team, field and subcontractors
- Preparing daily manpower and construction activity reports
- Preparing weekly progress / status reports
- Administer project punch list (issued by design team and internally) with responsible subcontractors to its completion
- Participate / Lead in various construction meetings as required

Education / Experience:

- Minimum five (5) years field experience
- Ability to read and comprehend project specifications, drawings and contracts
- Knowledge of construction equipment and techniques
- Excellent interpersonal and communication skills, team player and focused on process and improvement to the process
- Proficient in using a Laptop computer, and familiarity with Microsoft Office Suite (Excel, Word) and scheduling software MS Project