

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-19-76

Closing Date: 09/17/2019



POSITION TITLE: Construction Superintendent

DEPARTMENT: Dilkon Health Center Project

Position Summary:

Under general supervision of the Dilkon Health Center (DHC) Project Director. To provide on-site coordination and oversight for all phases of hospital construction project, including coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. Superintendent shall be responsible for scheduling, inspections, quality control, and job site safety. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Monitors all subcontractors, consultants, and vendors on a daily basis. This observation shall ensure adequate manpower is available for each task and compliant work performed.
- Works closely with the Project Management team during pre-project review to ensure a thorough understanding of the scope of project, schedule and budget.
- Keeps Project Management team aware of field concerns and conditions.
- Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Provides necessary supervision, direction, and assistance to team members at work sites. Enforces policies, regulations, and safety and health standards.
- Responsible for monitoring project security personnel and supervise all Assistant-Superintendents.
- Works with designated owner, representative, senior project manager and general contractor and responsible for the timely completion of the project and ensuring that the project is constructed in strict accordance with plans, specifications, and local codes.
- Schedules all subcontractors, consultants, and vendors, as well as ensure their completion of work within time allowed.
- Coordinates work directed in the field, ensures work is performed in accordance with plans and specifications. Conflicts or revisions to the plan shall be communicated with the project team (i.e. superiors, architect, engineer, consultant, and owner) for mutual resolution, prior to execution of work that deviates from the approved plans.
- Establishes and enforces job site quality control programs to ensure quality completion of construction. The Project Superintendent does not have authorization to engage in monetary agreements (subcontracts, change orders, work authorizations). All requests for monetary agreements must be communicated to the Project Director for consideration prior to work performed. Failure to perform these duties will result in reprimand or termination.
- Networks with General Contractor, subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Monitors quality control duties and responsibilities regarding the work being performed.
- Communicates with project team regarding ASI's, RFI's, and Material Submittals.
- Ensures that subcontractor is fully executing and complying with his contracted scope of work.
- Coordinates required inspections with local jurisdictions.
- Identifies subcontractor non-compliance with safety, health, and environmental quality standards.
- Identifies conflicts in construction progress and communicate them to project team for resolution.
- Maintains daily log (written) of activities on the jobsite.
- Oversees construction projects multiple job sites, simultaneously.
- Ensures subcontractor has corrected all deficiencies identified by project team.
- Walks project daily to monitor activities and assist in future planning.
- Attends weekly subcontractor meetings designed to coordinate the work.

- Issues notices of non-compliance to owner in regard to quality of work or scheduling.
- Ensures that the job site is always kept in a clean and organized manner.
- Performs job progress and completion punch list identification and completion.
- Assists in budgeting, bidding, and award of subcontracts.
- Assists in obtaining permits or approval of revisions.
- Gathers project material submittals and maintain records of approvals at the job-site.
- Identifies areas of work that are outside of subcontracted scope.
- Attends pre-construction meeting with each subcontractor.
- Opens the owner construction trailers, sheds, job boxes beginning of the day and securing the jobsite at the end of the day.
- Assist in hiring sub-tier employees.
- Respond to work delays, emergencies and other problems.
- Assures that tools and equipment are properly maintained and kept in proper working condition.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED Certificate. Bachelor's Degree in Construction Management preferred. Five year's work experience in build-out construction and two or more years of experience as a construction superintendent; requires CAD experience. Proficient with taking and uploading digital photographs, possesses excellent interpersonal communication skills, both verbal and written; management skills, experience in team and project management required. Proficiency with Microsoft Word and Excel. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability

- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of duties and responsibilities of the position.
- Knowledge of strong work ethics in the workplace.
- Knowledge and practice of location, surveys, rights-of-ways, environmental assessments, design, materials, and construction.
- Knowledge of federal, state, and local and regulations and standards for all relevant systems.
- Ability to interpret and build according to drawings, specifications, blue print and other documents.
- Ability to accept and learn from supervisor/peer critique and feedback.
- Ability to be a great team player.
- Ability to be dependable in attendance and job performance.
- Ability to be flexible and adaptable to the changing needs of the organization.
- Ability to communicate using the following tools: telephone, fax machine, written logs, email, computer, smart phone devices, and digital camera.
- Ability to effectively communicate both in written and verbal.
- Ability to have self-confidence.
- Ability to identify deficient work and provide resolution.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to multitask and perform well under pressure.
- Ability to provide exemplary customer service at all times.
- Ability to monitor jobsite general health and safety.
- Skill in Planning/Organizing by prioritizing and planning work activities, time, and task

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Endurance and ability to visit entire job site, including stairs, or other elevated structures. Standing and walking may be on uneven surfaces or unstable ground.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.