WE ARE HIRING!

Construction Superintendent Job Opening

Position Summary: The Islamic Society of Greater Houston is a faith based 501(3)(c) organization with 20 mosques in the Houston area. We're seeking an experienced Construction Superintendent who will be responsible for overseeing multiple projects at a time. He or she will be expected to ensure compliance with all state and county regulations, and present monthly updates to management.

- **Job Title:** Construction Superintendent
- **Employment Type:** Full-Time
- **Reports To:** Executive Director
- **Location:** 3110 Eastside St. Houston, Texas 77098

Objectives
- Oversee and provide direction to general contractors, direct hire subcontractors, and vendors when doing groundwork ensuring quality standards and schedules are met.
- Prepare and manage estimates, budgets, and timetables.
- Proactively identify, mitigate, and track recurring construction issues.
- Ensure adherence to legal regulations, building and safety codes, and other requirements.

Daily & Monthly Responsibilities
- Has direct oversight of general contractors and holds them accountable to their schedules.
- Has direct oversight of sub-contractors when there is no general contactor.
- Oversee permit submissions and witnesses permit inspections.
- Liaise between engineers, architects and others working on the project.
- Make regular trips to sites as needed.
- Conduct and document quality assurance and safety inspections.
- Maintain and update SOW and preconstruction documents, and monitor contract obligations.
- Respond to work delays, emergencies, and other project disruptions.
- Manage electronic filing system for each project on a weekly basis.
- Validates completion milestones and be the first approver on payment process.

Skills & Qualifications
- 10 years of experience as a Superintendent over new construction and expansion projects.
- Knowledge of construction methods and technologies, and ability to interpret technical drawings and contracts.
- Knowledge of building code requirements and scheduling methods.

Qualified candidates should send their resumes to jobs@isgh.org