



Commercial Project Superintendent

Asa Carlton, Inc., a commercial construction company headquartered in Buford, Georgia, has an immediate opening for a **Commercial Project Superintendent** with experience in "Big-Box" retail renovations and interior build-outs. Also seeking candidates with C-Store/Petroleum experience and others with Restaurant/Quick Service/Casual Dining experience.

Asa Carlton, Inc. began operations in 2003 as a commercial construction firm specializing in retail, hospitality, office, and healthcare interiors nationwide. Today, the company continues to grow rapidly into one of the most respected and widely used performance-based interior contractors on a national level. Asa Carlton Inc.'s services, in addition to General Contracting, include performing many of the critical path interior scopes of work such as drywall, flooring, and fixtures with our own forces – allowing us to more closely control the schedule and quality of each project. We maintain licenses in most states – and Puerto Rico. From smaller retail rollouts, resets, attractions, and merchandising projects to multi-site programs, complete renovations, conversions, and new construction, Asa Carlton's focus is always on the customer's complete satisfaction with zero disruption to their end user.

The project superintendent is primarily responsible for coordinating and completing specific projects on time, within budget with a keen eye for quality, safety and production. The superintendent will be responsible for overseeing the on-site management of the project on a daily basis in close coordination with the project manager. All aspects of the construction process will be a joint effort between the superintendent and the project manager assigned to the project. These responsibilities include: on-site surveys of existing conditions, takeoffs, material orders (with coordination from project management), scheduling, daily reports and photos via electronic template, maintaining project schedules through management of subcontractors, execution of the work with emphasis on quality, reporting of RFIs, CO's and any other issues that may arise in the field as well as punch list and close out of the project.

Major Responsibilities would include:

- Oversight of all field related activities.
- Management of the project schedule.
- Coordination and scheduling of subcontractors, suppliers and vendors.
- Ensures quality control of the work performed in relation to the drawings and specifications.
- Requires and ensures documentation and records of jobsite/construction activities.
- Performs safety audits, tool box talks and maintenance of SDS and OSHA required forms.
- Tracks and receives material deliveries, either furnished by owner or GC.
- Coordination with inspectors for various jurisdictions and the ability to schedule inspection either by phone or electronically.
- Promotes positive employee relations and supports company policies and procedures.
- Ensures all work is performed safely in compliance with all safety policies and procedures.
- Maintains and organizes a clean job site.

Primary Qualifications:

Minimum 10 years' experience on commercial construction projects with a minimum of 5 years in a Superintendent role.

Seeking experience in one or more of these 3 areas:

- "Big-Box" retail renovations and interior build-outs

- C-Store/Petroleum

- Restaurant/Quick Service/Casual Dining

Strong written and oral communication skills.

Strong computer skills, specifically with Microsoft Office – Word, Excel.

Knowledge or certification of scaffolding, miscellaneous lifts and power tools.

OSHA 10 certification required (or must be obtained within 30 days of hire).

Able to travel as required.

Asa Carlton, Inc. provides an outstanding array of employee benefits, designed with our employees and their families in mind. Asa Carlton is a Drug-Free Workplace and is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Interested, qualified candidates email their current resume, cover letter and salary expectations to: bburns@asacarlton.com . Please visit our website at www.asacarlton.com .