



## Onsite Superintendent

Zatara Design + Build, located on Bainbridge Island is a refined, boutique firm. Our team of hardworking, highly skilled professionals bring experience to our unique range of projects from treehouses, decks, home additions, bath, kitchen remodels to custom ground-up construction. We are a dynamic, fast paced design firm dedicated to promoting sustainability, superior craftsmanship and attention to detail. We strive to keep a lighthearted and energetic work environment where employee morale is at the top of our list.

### Role and Responsibilities

- Manage and plan all aspects of construction site
- Coordinate budgeting and forecast with the Project Manager
- Order all materials needed for job and ensure that materials are on-site timely; make sure materials are protected and secure
- Supervise safety on site, including directing weekly safety meetings and completing safety reports
- Manage, schedule, coordinate, and motivate subcontractors and vendors
- Review all field work, provide reports
- Supervise and control all operations on the site
- Continuously update and communicate the project schedule to the construction team writing
- Plan, schedule, organize, and supervise all Zatara field crews on the site
- Notify and communicate all information necessary to document changes, added work, clarifications, and questions to ownership, design team, and construction team
- Be responsible for the safe, timely, and accurate completion of the project
- Review plans, specs, and any other contract documents
- Provide detailed questions and clarifications
- Plans weeks ahead of actual work
- Make accurate estimates
- Create detailed and accurate logistics plan for entire scope of projects
- Create a workable schedule in a timely manner for Project Manager to bid and contract the work
- Create and distribute work plans for all operations
- Arrive at jobsite ahead of crew (30-60 minutes before the start time) and ensure the jobsite is ready for the crew to start work on time
- Perform any other task(s) requested by Zatara



### **Hiring Requirements**

- Dependable and timely
- Years of experience: 2+
- Leadership/management skills
- Strong communication skills; excellent interpersonal skills
- Proficiency in Excel, Word, Outlook
- Valid Driver's License and dependable transportation
- Smart Phone and/or Tablet skills to use Paymo app

### **Physical Requirements**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Ability to stand and walk for a 10-12-hour day
- Ability to lift 50 lbs., including overhead
- Ability to perform physical and repetitive motions
- Ability to sit, walk, stand, bend, squat, climb, kneel and twist on an intermittent or continuous basis
- Requires vision and hearing abilities
- Ability to climb permanent and temporary stairs
- Ability to climb ladders and negotiate work areas under construction

**Would you like to apply?** Please send resume and cover letter to: [info@2ataradb.com](mailto:info@2ataradb.com). Applications will be accepted until the position is filled. No phone calls please. You will be contacted if we would like to interview.