



**Baldwin General Contracting Inc**

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Albany, Oregon 97321  
Voice: 541-926-2719  
Fax: 541-981-5120  
CCB 163467

<b>Job Title:</b>	Project Superintendent	<b>Job Category:</b>	Construction Management
<b>Location:</b>	Per Project Location	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$70,000 plus DOE Plus, Full Benefits: Medical, Dental, Vision	<b>Position Type:</b>	1 opening for Full Time Position

**Applications Accepted By:**

**FAX OR EMAIL:**

541-981-5120 or careers@baldwingeneral.com  
Subject Line: Project Superintendent Applicant

**MAIL:**

Attn: HR Committee  
Baldwin General Contracting, Inc.  
Po Box 686 Albany, OR 97321

**Job Description**

**ROLE AND RESPONSIBILITIES**

Project Superintendents for Baldwin General Contracting, Inc. works directly with PMs in planning and coordinating construction activities on our projects. Superintendents concentrate on single projects with a strict attention to detail, a profound appreciation for time constraints, and a sober understanding of the dividends reaped through proper documentation.

**DUTIES**

Superintendents coordinate and monitor all work to see it is performed safely and in accordance with the BGCI project specific program:

- Assist with monitoring the on-site performance of specialty contract operators.
- Expediting vendor estimates and proposals, preparing company estimates for changes.
- Prepare daily job reports and three-week short interval schedules.
- Keep records of material deliveries, verify condition, and inventory to assure that quantities on bills of lading match deliveries and material is as specified.
- Assist with determining subcontractor labor requirements relative to schedule estimates.
- Take minutes of weekly project meetings, safety meetings, tail gate meetings.
- Understand the project plans, specifications, master schedule, and project budget.
- Discuss / screen RFI's from subs, before passing them on to PM or Architect.

**QUALIFICATIONS**

- Knowledge of building processes, practices and techniques in commercial, multi-family, institutional and industrial building construction.
- Excellent written and oral communication, personal computing and MS office software skills.
- Ability to establish priorities, work independently achieve objectives with limited supervision.
- Ability to manage/ resolve issues with manufacturers, vendors, sub-contractors and owners

**Company Overview**

Integrity and Craftsmanship is the foundation on which Baldwin General Contracting Inc is built upon. Established in 1998, BGCI has steadily grown into of the region's most productive and respected providers of construction services. As we continue to grow, we welcome those interested in joining our team and enhancing the company with their construction knowledge, experience, and abilities. We offer competitive wages, excellent benefits, with training, growth opportunities, and a company you can be proud to say is your employer of choice! Currently we are accepting resumes for Carpenters, Concrete Finishers, and we invite you to stop by our office to submit your resume. This isn't just a company to work for, this is a company to retire from!