



## Superintendent

### Company Summary:

RUSSCO, Inc. is one of the nation's leading retail general contractors, specializing in finishing commercial and retail interior space. Founded in 1952, Russell Pichette as Russell & Co., began building and maintaining drive-in theaters. For over 25 years, RUSSCO has had a specialty in retail including clients such as Athleta, Banana Republic, Bed Bath & Beyond, Bose, Foot Locker, GAP, Guess Jeans, J. Crew, Lululemon Athletica, Old Navy, Pizza Hut, The North Face, Toys 'R Us, Victoria Secret and Williams Sonoma.

Based in Fall River, Massachusetts, RUSSCO performs 70% of work outside of New England extending to projects in over 35 states. Starting as a family business, RUSSCO is known for genuine customer service from a hands-on approach that extends to all subcontractors.

### Job Summary:

Reporting to the Vice President, the Superintendent is "The General" of the worksite, being RUSSCO's eyes and ears on the ground commanding the team to successful job completion. More specifically, the Superintendent's responsibility is to supervise the field construction of a project and to complete the work on schedule, within the budget and to the quality of workmanship specified. The role is based entirely on the road, seeing the project through from start through completion. The role is also required to provide and promote RUSSCO's interests in all matters relating to the project.

### Essential Job Duties and Responsibilities:

- To provide leadership and to establish and maintain effective and professional working relationships of the on-site staff and to promote a positive project morale.
- To have a thorough and complete knowledge and understanding of the General Contract, each Subcontract, the contract drawings, specifications and addenda, and to assist the Project Manager(s) in the development of the on-site procedures.
- To examine the contract drawings, specifications and addenda for design deficiencies, impractical details and possible code violations, and to bring these to the attention of the Project Manager(s).
- To assist the Project Manager(s) in the development and refinement of the Project Schedule, and to work with the Project Manager(s) to keep the schedules properly updated, and to see that the job meets the various required dates.
- To plan and review the Construction Program with the Project Manager(s) including quality control procedures, safety and security practices, field office location and layout, temporary utilities, staging areas, equipment and manpower.
- To coordinate, direct, monitor, and with the Assistant Superintendent(s) and the technical coordinators, (project specific as required) inspect the activities of the Subcontractors, Suppliers, labor and material.
- To verify that each Subcontractor has completed his/her contractual requirements as condition precedent to beginning his work at the jobsite. This includes a Certificate of Insurance, a fully executed Subcontract, a Schedule of Values and a Safety Program.
- To see that all required permits or licenses have been obtained, and that a weatherproof bulletin board is installed on which all required safety notices are posted.



- To cooperate with, and direct when necessary, the activities of the inspection agencies, and to effect remedial actions indicated by the reports of these agencies.
- To chair weekly coordination meetings and monthly safety meetings with the subcontractors.
- To review and approve the Subcontractor's monthly requests for payment.
- To review and approve all time and material work vouchers and invoices.
- To maintain good relations and communications with all involved in the project including the public.

#### Minimum Qualifications:

- An understanding of construction means and methods associated with the renovation and construction of retail buildings and site-work related thereto.
- A working knowledge of civil, architectural, mechanical and electrical work.
- Proficiency with spreadsheets, email, and other software used in the construction industry.
- Ability to travel for multiple weeks at a time during projects.

#### Ideal Attributes:

- Positive attitude and team-focused.
- Drive for extremely high standards and high comprehension of best-in-class customer service.
- Sense of urgency while ability to lead and motivate.
- Able to give and receive candid feedback.
- Understands deeply the importance of client relationships.

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

RUSSCO is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.



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Employee Loyalty Optimization