



Assistant Superintendent
New Jersey
Full-time

Founded in 2004, PIRHL is a full-service investor, developer, general contractor and owner of affordable and workforce family housing. PIRHL's approach leverages deep expertise in acquisitions and asset management, development and construction with strategic financial and local partnerships. To date, PIRHL has developed 60 properties, 6000 units of real estate (including both new and renovation), serving the Midwest, Mid-Atlantic, Northeast and Southeast regions of the U.S.

PIRHL's Mission: We bend the forces of the universe to create transformational, affordable and sustainable communities that help stabilize the lives of our residents.

Position Overview:

The Assistant Superintendent is responsible for assisting the Superintendent in overseeing the day to day operations of a wide range of wood framed multifamily residential construction projects.

Core Responsibilities:

1. Collaborate with architects, engineers, vendors, and subcontractors to ensure that objectives, standards and specifications for the project are adhered to.
2. Develop and maintain positive relationships with coworkers, government agencies and representatives, vendors and subcontractors.
3. Assist the Superintendent manage all subcontractors and suppliers for the project paying close attention to schedule, budget and safety limitations.
4. Document and report any subcontractor and vendor delays to the Superintendent for follow-up.
5. Act as a liaison to development team by working closely with municipal officials and government agencies to obtain required permits and licenses and ensure the timely and accurate sequencing, scheduling and execution of required inspections.
6. Responsible for the cleanliness, safety and quality control of PIRHL's construction sites. This includes making sure that we adhere to all OSHA and company health and safety standards.
7. Assist the Superintendent plan and coordinate project logistics and schedules to ensure deadlines and delivery dates are achieved.
8. Provide schedule updates to the Superintendent on a regular basis throughout the construction process.
9. Recognize and proactively address problems that may arise relating to the project.
10. Assist the Superintendent prepare reports to accurately reflect weather conditions, manpower levels, site security and safety on a regular basis.
11. Assist with the recordkeeping of project construction drawings and other documents.
12. Follow-up on trade punch lists to ensure open items are completed on time.
13. Assist and resolve all construction related issues for property management when a project is turned over to operations and property management.

14. Assist the Superintendent with the preparation and documentation of weekly project meetings with subcontractors and vendors to ensure the project schedule remains on track.

Qualifications:

- Associates degree in Construction is preferred but not required.
- A minimum of two (2) to four (4) years of wood frame on site construction project management experience
- Knowledge of Microsoft Office Suite, Microsoft Project, and ProCore
- Comprehensive knowledge of construction documents including design/layout
- Knowledge of materials, methods and tools involved in the construction or repair of multi-family residential wood frame housing
- Detail oriented, with exceptional follow-through and organizational skills
- Strong communication skills and the ability to work collaboratively with others
- Ability to effectively coordinate and track multiple projects simultaneously, prioritize, work well under pressure with a high degree of accuracy and meet stringent and overlapping deadlines
- Ability to travel periodically throughout the South East, Mid-Atlantic, and Mid-Western U.S.

TO APPLY

Please send a cover letter, resume, and three (3) professional references to:

Human Resources

800 W. St. Clair Avenue / 4th Floor

Cleveland, OH 44113

dshaffer@pirhl.com

No phone calls, please.

Job Posting Number: P19D14