

# Assistant Superintendent Construction Job Description

---

- Oversees the construction projects of a technical service division
- Plans and budgets for the department
- Analyzes and estimates real estate opportunities for the company
- Reviews contract plans and specifications
- Manages all of the administration, accounting, and personnel within the department
- Reviews all construction projects to determine the best approach
- Coordinates with the president, business development and construction management
- Provides technical support to the president and senior staff
- Manages field services, work progress, and invoice
- Oversees field services, including scheduling technicians, salary, general accounting; and payroll money handling applications
- Oversees all correspondence
- Supervises the technician training and interview program
- Coordinates the selection of new technicians and other employees
- Assigns duties to technicians and other employees, utilizing the expertise of each employee effectively
- Establishes and maintains effective working relations with all managers, personnel, clients and other outside agencies
- Identifies new construction opportunities for their division
- Recognizes problems, obtains solutions and solves them in a timely manner
- Promotes the use of innovative techniques that reduce costs while meeting quality standards.