



Job Title: Assistant Superintendent

**FLSA:
Status** Exempt

Location: Lansdale, Pennsylvania

Reports To: Director of Field Operations or
Senior Superintendent Pending Assignment

Hours: Full-time

Who We Are

We're an entrepreneur, fast-growing team of project managers, estimators, superintendents, safety and administrative support personnel. As leaders in quality construction management, we're committed to providing impeccable service to our clients, a safe work environment for our team, and an opportunity for our employees to grow and enjoy the benefits of work/life balance. Here at ALLY, we cultivate a collaborative environment that values tenacity, attention to detail, and comradery. Since outstanding customer service is our best product, we strive to build long-lasting relationships with our entire customer base.

Position Summary

As an Assistant Superintendent reporting to the Director of Field Operations, or Sr. Superintendent pending the assignment, the primary purpose of this position is to support the Project team and work harmoniously with an assigned Superintendent acting as the field representative responsible for on-site project administration, coordination of activities and technical management. You take pride in providing a high-quality product on schedule, consistent with the customer's vision and project objectives.

Responsibilities and Accountability

- Assist with supervision of the construction effort in the field to ensure that the project is completed in accordance with design, budget, schedule, and customer objectives.
- Provide support for regularly conducted on-site meetings with subcontractors, vendors and others as appropriate with respect to schedule, safety issues, and other matters relating to performance in the field.
- Aid with the enforcement of compliance with all project procedures, safety program requirements, and work rules.

ALLY CONSTRUCTION SERVICES
501 Cambria Avenue, Suite 127, Bensalem, PA 19020
www.ALLYCONSTRUCTIONSERVICES.com
(O) 215-356-7550 (F) 215-827-5330

- Assist with the timely preparation of field reports (i.e. daily superintendent's reports, safety reports, etc.) and distribute to the office.
- Assist with documentation and coordination with Project Managers as appropriate.
- Participate in pre-construction planning, including logistics, means and methods, bid and scope reviews, and project estimates.
- Aid in the maintenance of an up-to-date set of contract documents on site.
- Help ensure that subcontractors are maintaining record drawings ("red-line as built") during the course of construction.
- Support the organization, the establishment, and maintenance of the onsite field office to project a professional image (organized, clean, signage, etc.).
- Interface and work harmoniously with respective Project Managers and other ALLY Construction Services' personnel.
- Work in harmony with other Superintendents that may be assigned as part of a team on larger projects.
- Continue education in areas including OSHA and safety, means and methods, codes, management skills, new technology, etc.
- Maintain current Red Cross First Aid and CPR certification.
- Maintain a current working knowledge of the permit process in those communities where performing work and communicate information on changes to the office.
- Develop an understanding of the roles and responsibilities of all ALLY Construction Services disciplines, including their role as the customer.

Required Knowledge, Skills and Abilities (KSA)

- Possess ALLY's core values:
 - Be a trustworthy ALLY with uncompromising ethics delivering allegiance, honesty and fairness
 - Work with integrity, accountability and commitment
 - Appreciate and respect the company culture of comradery in a diverse, inclusive and collaborative work environment
 - Think Safety First!
 - Passionate about giving back to others.
- Individual must be knowledgeable in all aspects of construction including technology, equipment, methods, field engineering, materials, safety, and scheduling.
- Requires outstanding interpersonal skills, attention to detail, and the ability to communicate with a diverse group of individuals.
- Working knowledge of Microsoft office (Word and Excel) and Microsoft Project.



- Ability to work in a campus setting and corporate style environment.
- Pharmaceutical or manufacturing experience (or similar) preferred.
- Must have reliable transportation.
- When driving on company business, a clean driving record, valid driver's license, properly maintained employee-owned vehicle with the state minimum mandated levels of auto liability insurance are required as a condition of employment.
- Must be a team player.

Minimum Requirements

- Preferred BS in Construction Management, or equivalent years of experience.
- 2+ years of experience in the Construction field.
- Eligibility to work in the United States.
- Have a valid driver's license and properly maintained vehicle with the state minimum mandated levels of auto liability insurance.

ALLY Construction Services offers a competitive salary and benefits package. To be considered, please email us your resume with the position you're applying as the subject line to ALLYProud@gmail.com

ALLY Construction Services is an Equal Opportunity Employer

Applicants are considered regardless of race, color, religion, creed, age, sex, pregnancy, family responsibility, national origin or ancestry, citizenship, marital status, sexual orientation, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability or any other protected characteristic in accordance with applicable law.