

Assistant Superintendent - Construction

Maloney Properties Contracting Division offers construction services, project management, and owner's representative services for the implementation of new development, capital improvement and renovation programs. Our extensive experience includes disaster response management, reconstruction projects, weatherization retro-fits and solar panel installations.

We are seeking candidates for an Assistant Superintendent role. Responsibilities will include:

- Assist the Superintendent by overseeing the in-the-field construction process. Coordinate subcontractor work in all areas, including sheetrock, electrical, plumbing, painting, and flooring as assigned by the Superintendent.
- Prepare punch lists and ensure that each item on list is completed satisfactorily prior to inspection.
- Assess the status of construction to determine the order in which to complete the project.
- Prepare minutes of safety/production meetings as assigned by supervisor.
- Schedule third party and city inspections, as assigned by supervisor.
- Inspect subcontractors' work in for compliance with Quality Control and ADA/FHA checklists.
- Assist the Superintendent and Project Manager in maintaining and enforcing company's safety policies.
- Lock up and close down the job site.
- Sign in new building materials.
- Assist in the resolution of on-site subcontractor issues.
- Other duties as assigned.

Requirements:

- High School Diploma or equivalent.
- Bachelor's Degree in construction or related field is preferred.
- Must have multi-family construction experience.
- Must have excellent written and verbal communication skills.
- Must have good working knowledge of construction scheduling practices.
- Must have strong computer skills to include MS Office.
- Must have a valid driver's license and vehicle.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 90 housing developments containing over 9,000 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=464080>