

Barletta Engineering Corporation is a heavy civil construction company, focused on the construction of roads, bridges, utilities, railroads, and water/wastewater facilities. Founded in 1914 and now in its fourth generation of family ownership and management, the Barletta Engineering Corporation is headquartered in Canton, Massachusetts. It has a professional staff of approximately 90 people.

We are currently seeking qualified candidates for a heavy civil Assistant Superintendent position to be based in the Boston area.

## **ASSISTANT SUPERINTENDENT**

### **Core Responsibilities:**

- Responsible for specific field operations on a job, as assigned by the General Superintendent or Superintendent
- Responsible for assisting job Superintendent in the scheduling of Barletta labor, equipment, and work activities
- Work closely with Superintendent and Project Manager
- Ensure that the day-to-day coordination of Barletta's subcontractors to turn out high-quality work that meets the approved project schedule
- Manage assigned portion of the project budget for general conditions and site services
- Assist the Superintendent in developing, documenting and communicating the work plan regarding changes made in the field
- Maintain a thorough understanding of contract documents to be able to plan ahead and anticipate potential problems before they arise, and raise such concerns with the Superintendent
- Obtain or verify that the subcontractors obtain all necessary permits for construction purposes
- Verify safety compliance with all trades; act as primary safety representative in the field and enforce quality control policies
- Assist Superintendent in contractor meetings on a regular basis
- Oversee daily reports and documentation for assigned work activities
- Assist the Superintendent in creating, managing and updating the project schedule, create and implement contingency plans when necessary
- Communicate schedule status, updates and changes to Project Team and Trade Contractors
- Plan, coordinate and manage jobsite logistics
- Oversee project quality plan and implement necessary changes
- Ability to effectively work with labor unions
- Assist Superintendent in managing labor force on Projects, including Barletta union labor force consisting of laborers, operating engineers, and carpenters, as well as subcontractors' labor forces

### **Experience/Education:**

- BS or MS degree in Engineering or Construction Management or related degree
- 5+ years experience on \$5-50+ million heavy civil construction projects and multiple projects in an engineer role

- Or equivalent combination of education and work experience

**Knowledge, Skills, and Abilities:**

- Strong technical and communication skills
- Excellent organizational and problem solving skills and ability to adapt to changing needs
- Ability to work in a team environment
- Proficient in Microsoft Office
- Must read and understand construction/design drawings and specifications, with knowledge of all phases of construction
- Must have experience and proficiency in all divisions of work, methods, materials, scheduling, and cost control
- Must have experience supervising a project team
- Posses valid driver's license and ability to operate a site truck
- Ability to work extended hours, nights, and weekends as Project Schedule demands

Barletta offers competitive compensation and benefits including medical and dental insurance, 401(k), paid holidays, and paid time off.

Barletta Engineering Corporation is an EEO employer, and considers applicants for all positions without regard to race, ethnicity, religion, creed, color, sex, gender, gender identity or expression, national origin, age, disability, veteran status, medical condition, marital status, sexual orientation, citizenship, or other basis in accordance with federal, state, or local laws or regulations.