

CONSTRUCTION ASSISTANT SUPERINTENDENT / FOREMAN

JOB DESCRIPTION

POSITION: ASSISTANT SUPERINTENDENT / FOREMAN

MUST INCLUDE EXPERIENCE IN AT LEAST ONE OR ALL OF THE FOLLOWING PROJECT TYPES: HOSPITALITY, OFFICE OR MULTIFAMILY

At Hardaway Construction Corp., our Asst. Superintendents / Foremen are responsible for expanding and supporting the field supervisory efforts of the Superintendent to successfully complete the project. As the primary support person for the Superintendent on our construction sites, the Asst. Superintendent / Foreman provides supervisory assistance for craft employees assigned to a particular discipline work area, i.e., electrical, mechanical controls, HVAC, wood framing, erection of structural steel, rebar, duct work, concrete formwork/placement, etc. This person aids in the achievement of profit, quality, and schedule goals, ensures workplace safety, exceeding the owner's expectations, and promoting a positive company image.

At this time we are seeking multiple candidates with the following qualifications:

Hospitality Asst. Superintendents / Foremen who have a proven track-record and experience building Hotel projects for brands including but not limited to: Hilton, Hyatt, Marriott, Sheraton, Wyndham, etc.

Office Asst. Superintendents / Foremen who have a proven track-record and experience building multi-story, Class A office facilities and renovations to these type facilities. Experience with both steel and concrete structures, core and shell construction and interior build-out of tenant spaces is highly desirable. Tilt-up panel experience is a plus too.

Multi-Family Asst. Superintendents / Foremen who have a proven track-record and experience building garden style apartments, high rise apartments, and Urban Wrap projects with 150 plus units. Condo and Assisted Living project experience is also beneficial.

As the Asst. Superintendent / Foreman, you would have the following responsibilities:

- § **CONTRACT:** Familiarity with building the project in accordance with contracts, documents, plans, specifications, subcontracts, purchase orders, etc.
- § **SCHEDULE:** Providing input based on field knowledge and experience to support the work of the Project Manager and Superintendent in developing the project schedule; organizing all trades in relation to the schedule utilizing people, equipment and materials. Planning ahead by managing work on the critical path; developing and implementing a recovery plan in the event a delay occurs.
- § **BUDGET:** Reviewing the cost status with Project Manager and Superintendent to maintain and improve margins.
- § **QUALITY:** Supervising and inspecting by applying a high level of quality by which all completed work is measured; uses the punch system and quality control measures.

- § **SAFETY:** Ensuring the project is maintained in an orderly, clean, secure and professional manner. Investigates and reports accidents to the Superintendent and supports the implementation of the company safety program. Our goal is zero accidents.
- § **CUSTOMER SERVICE:** Going above and beyond to maintain excellent customer satisfaction at all times. Is accessible when called on by the Superintendent to attend meetings with the Owner's Representatives and available for feedback, questions and concerns.

OUR IDEAL CANDIDATE

- § Has at least 5 years of Hospitality, Commercial, Office, or Multifamily construction (must have at least one or all of these project types) experience, with 2 years in Asst. Superintendent or Foreman position;
- § Has a strong understanding of building concepts, codes, regulations, laws and best practices;
- § Is a team player;
- § Is detailed oriented;
- § Is directive and proficient in monitoring subcontractors;
- § Has good mathematical and analytical skills;
- § If necessary, is available for ongoing travel as a road warrior, and able to work unaided in a non-traditional office environment. However, most of our work is located in Tennessee;
- § Can perform with minimal supervision;
- § Can read drawings and work with tools if necessary.

PERKS YOU'LL ENJOY

- § Living allowance for meals and apartment rent/hotel stay/RV parking if work is outside Middle Tennessee and required overnight stay;
- § Allowance for travelling home every three weeks, or as the project allows if work is outside of our area;
- § Employer partially paid medical, dental and vision insurance are also available;
- § Long Term Disability;
- § Basic Life Insurance;
- § Employer matched 401K;
- § Paid time off plus 8 company paid holidays per year after qualifying period;
- § Social events;
- § Operations Training and Leadership meetings;
- § Stable company leadership plus friendships with many long time employees;

Instructions for applying:

Please be sure to include your complete resume and project list (if applicable) when you apply and email to Stan Hardaway at shardaway@hardaway.net.

We will contact you directly to request additional information, clarify your experience and/or to begin the interview process.

Thank you for considering us as your future employer!



Application for Employment

Equal access is available to all persons for employment, services, and programs. If an applicant requires reasonable accommodation to the application and/or interview process, they should notify a representative of our Human Resources Department.

Personal Information

**Today's Date: _____

Name:			Phone #'s:		
First	Middle	Last	Home	Cell	
Address:					
Street number & name (include apt. # if applicable)			City	State	Zip
E-mail Address:		Are you over the age of 18? Yes or No		If "No", state your date of birth:	
Emergency contact:					
Name		Address		Phone #	

**Applications are active for 60 days only. To remain an active applicant, you must complete another application.

Employment Information

Position applied for:	Are you able to meet attendance requirements?	Yes	or	No		
Date available for work: _____	Have you ever been employed by a Hardaway company?	Yes	or	No		
If yes, provide date(s) and position(s): _____						
Type of employment applying for: Full-Time Part-Time Summer Temporary		Desired salary range: \$ _____ per				
Do you have any commitments to another employer that might affect your employment with Hardaway?				Yes	or	No
Have you ever been convicted of a felony? Yes or No		Have you been convicted of a DUI in the past 10 years? Yes or No				
If yes to either, please describe in detail: _____						
(Disclosure of a criminal record will not necessarily disqualify you from employment. The nature of the offense, date, and the position for which you are applying will also be considered.)						
Are you capable of performing the essential functions of the job for which you are applying (with or without reasonable accommodation)?						
Yes		No		or Need more information about essential functions of this job to answer.		
Are you legally eligible for employment in this country? Yes or No			Do you speak English? Yes or No			

Education, Skills, and Training Data

School Type	Name & Address of School Attended	Dates Attended		Circle Last Year Completed	Did You Graduate? (Circle One)	Major/Minor fields of study	Type of Degree / Diploma Received
		From	To				
High School				9 10 11 12	Yes / No		
Address							
City, State							
College				1 2 3 4	Yes / No		
Address							
City, State							
Trade / Vocational				N/A	Yes / No		
Address							
City, State							

Other (special skills, apprenticeships, licenses): _____

What types and makes/models of equipment are you certified to operate or repair? Backhoe Forklift Dozer Crane
 Bobcat Trackhoe Other: _____

What types of training have you completed? First Aid/CPR Defensive Driving Drug-Free Workplace Fall Protection OSHA 10-hr.
 Other: _____ Computer Skills: Microsoft Word Excel Project software

Will you work out of town, if needed? Yes or No If applying for a carpenter position, can you provide your own tools? Yes or No

Employment History

Beginning with your most recent job, provide the following information for your work experience.

Company Name:		Phone #:	Supervisor:
Address:			
Street number & name (include suite # if applicable)		City	State Zip
Dates of Employment: From	to	Job Title:	Ending Hrly. Salary: \$
Description of work performed and responsibilities:			
Reason for Leaving:			May we contact? Yes or No
Company Name:		Phone #:	Supervisor:
Address:			
Street number & name (include suite # if applicable)		City	State Zip
Dates of Employment: From	to	Job Title:	Ending Hrly. Salary: \$
Description of work performed and responsibilities:			
Reason for Leaving:			May we contact? Yes or No
Company Name:		Phone #:	Supervisor:
Address:			
Street number & name (include suite # if applicable)		City	State Zip
Dates of Employment: From	to	Job Title:	Ending Hrly. Salary: \$
Description of work performed and responsibilities:			
Reason for Leaving:			May we contact? Yes or No

References

List three (3) references other than relatives or previous employers.

Name	Address	Phone # or E-mail	# Yrs. Known

Driver's License # (required if job may require driving):	CDL: Yes or No	Expiration Date:	State:
Are you applying for reemployment after an extended military leave of absence from this company? Yes or No <small>If yes, additional info may be requested.</small>			

Applicant Statement

I understand that this employer is an Equal Opportunity employer and considers all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, military / veteran status, or any other similarly protected status. It complies with all applicable laws governing employment practices and does not discriminate on the basis of unlawful criteria.

I understand that this employer is a smoke-free workplace in compliance with the Non-Smoker Protection Act of Tennessee. In accordance with that law and the employer's policy, smoking is prohibited in enclosed areas of the employer's property.

I understand that this application is not an offer of employment or contract, and that, if hired, the employment will be "at will" subjecting me to termination at any time for any reason. No manager or supervisor has the authority to enter into an employment agreement for any specified period of time or to make any agreement contrary to the foregoing. I understand that if hired, I may resign at any time for any reason.

I understand that, if hired, I will be required to provide proof of my identity and legal authorization to work in the U.S. and that I am required to complete a Form I-9 by federal immigration laws.

I understand that this employer, in considering my application for employment, may verify the information set forth in this application and obtain additional information relating to my background. I authorize all persons, schools, companies, public agencies, physicians, and licensing authorities to supply any information concerning my background that relates to this application. I authorize without reservation the employer, its employees, and agents to contact and obtain information from any and all parties to verify the accuracy of the information I have provided in this application. I hereby release the employer, its employees, agents, and all persons, agencies, and entities providing information or reports about me from any and all liability and/or claims arising out of the requests for a release of any of the above information or reports.

I understand that unless otherwise prohibited by applicable law, I may be required at any time to submit to a physical, urinalysis, breath alcohol test, or other examination as a condition of my employment with the employer, including a pre-employment physical, urinalysis drug test, and/or breath alcohol test. I agree to submit to such examinations or tests as required by the employer, all at the employer's expense and refusal to take such tests when asked may be grounds for my immediate termination.

I hereby certify that the facts set forth in the above application are true, accurate, and complete to the best of my knowledge. I understand and agree that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I certify that I have read, fully understand, and accept all terms of this Applicant Statement.

DO NOT SIGN THIS APPLICATION UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

Signature of Applicant: _____ _____ Date: _____

PLEASE TYPE INITIALS HERE

NOTE: SIGNATURE NOT REQUIRED AT THIS TIME - ORIGINAL SIGNATURE REQUIRED UPON OFFER OF EMPLOYMENT

APPLICANT DATA

As an equal opportunity employer, Hardaway maintains records of its applicant flow. The information requested in the following questions will not affect you as an applicant. This information will be used to meet federal reporting requirements and kept confidential in accordance with applicable laws and regulations. This is not a part of your official application for employment.

PLEASE PRINT YOUR NAME LEGIBLY

NAME:

_____ Last

_____ First

_____ Middle or Maiden

GENDER Male Female

RACE: Please check only one (1) category that best describes you:

_____ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

_____ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

_____ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

REFERRAL SOURCE:

_____ Walk-In

_____ Private Employment Agency

_____ Employee

_____ Relative

_____ School

_____ Government Employment Agency

_____ Advertisement: Source _____

_____ Other _____

_____ Name of Person who referred you (if applicable): _____

Signature: _____


PLEASE TYPE INITIALS HERE

Date: _____

NOTE: SIGNATURE NOT REQUIRED AT THIS TIME - ORIGINAL SIGNATURE REQUIRED UPON OFFER OF EMPLOYMENT