

## Assistant Superintendent

Oxford, MS

HEVI Construction has an opportunity for an Assistant Project Superintendent to support the construction of a \$ 25 million, luxury multi unit apartment complex. HEVI Construction offers the successful candidate employment with a professionally managed and healthy business, building properties in Oxford, MS. Oxford, MS is a nice college town located just south of the TN border, home to the University of MS campus. The current project will run for approximately 18 months with additional sites likely on the horizon.

**Job Role:** The Assistant Superintendent reports to and works in cooperation with the Site Superintendent to direct all construction activities within HEVI Construction. More specifically this position will assist in directing the construction in multi-family student housing, specialty retail, and high end custom single family real estate developments in Oxford, Mississippi. Essential job responsibilities include but are not limited to the following:

- Reads and utilizes construction design plans to support effective job planning and scheduling.
- Identifies sub-contractors, suppliers, material, and equipment required to execute the job plans.
- Manages milestones, and brings appropriate resources to challenges impacting the schedule.
- Responsible for managing and directing field work of all vendors and sub-contractors. This includes quality control and time management of sub-contractors.
- Responsible for completion of company construction projects as assigned. Ensure effective coordination and regular communication of project requirements to vendors, sub-contractors, company resources and others involved in construction.
- Advises management of any project delays or budget challenges and supports identification of alternate actions to maintain schedules and budgets.
- Verifies the accuracy of Sub-Contractor application for payment.
- Monitors all inspections or corrections required by governing agencies.
- Maintains public relations with neighbors, inspectors, subs and trades persons.
- Assist in identifying office assistants, and/or general laborers to complete the projects as scheduled and within budget.
- Assist in monitoring all aspects of safety compliance on and around job sites.

**HEVI Construction offers competitive salary and benefits including medical, per diem, 401K and paid time off. Relocation/housing assistance may be available for top candidates.**

**Please call Hank Mills at 225.413.7658 or e mail your resume to [hjmills@mindspring.com](mailto:hjmills@mindspring.com) if interested.**