



LCO Healthcare Clinic
Assistant Project Superintendent
September 18, 2023



Job Description:

This position will provide administrative and field support to the senior project superintendent. The position requires administrative skills as well as light field duty skills such as directing daily cleanup crews, in-field subcontractor coordination, light carpentry skills such as building safety rails and safety barricades. Approximately half of the day will be spent on administrative duties while the other half will be spent out in the field.

Tribal Affiliation:

Applicant must be an enrolled member of the Lac Courte Oreilles

Location:

Woodstone's job site office trailer at the LCO Healthcare Clinic

Rate of Pay:

Competitive Salary \$800 to \$950 per week (based on previous job experience and construction skill level)

Availability:

Full Time, 7:00 AM to 5:00 PM Monday through Friday. Occasional weekend or extended hours as needed, with OT after 48 hours per week

Duration:

Approximately 10-12 months from date-of-hire.

Supervisor:

This employee will report to the senior project superintendent of the Woodstone project administrative team

Responsibilities may include:

Administrative Duties:

- Utilize basic plans and specifications in the construction process
- Leadership ability
- A conscious attitude towards controlling job costs and adhering to project schedules
- An ability to communicate our plan and sequence of activities to all subcontractors and material suppliers to effectively implement our goals
- See that safety regulations are followed by the company and subcontractor crews. Safety meetings must be adequately attended
- Maintain a good relationship with the project managers and the senior project superintendent; seeking to assist in scheduling of materials, equipment and subcontractors
- Review the project workforce attendance each morning and afternoon
- Administer and help track tribal hiring process with subcontractors

- Attend preconstruction and construction meetings taking notes on areas that may present future problems and present to senior project superintendent and project for consultation
- Maintain a good relationship with inspectors, architects, subcontractors and other key people connected with the project
- Take direction from the senior project superintendent making calls to subcontractors

Field Related Duties:

- Maintain a high standard of quality control
- See that good housekeeping and project cleanup are being observed by both Woodstone and the subcontractors
- Ensure that safety barricades are in the proper place and that safety lights are operating properly
- Ensure that the project is secure each night
- Assist the field foremen with any problems
- Assist the field inspectors with their project reviews
- Build and maintain project safety rails and barricades
- Assist in cleanup operations and doing light clean up
- Assist the senior project superintendent in any field related special projects such as moving pumps, checking equipment, etc.
- Assist senior project superintendent in layout, making certain the proper grades are followed
- Assist senior project superintendent with inventory control of materials, tools and equipment

Basic Qualifications:

- Minimum of 3-5 years of construction and construction leadership experience
- Excellent organizational skills with experience prioritizing work, handling multiple tasks at one time, problem solving and decision making
- Basic computer proficiency – being able to receive and send emails, basic knowledge of scheduling software, Microsoft Word and Microsoft Excel
- Strong verbal and written communication skills
- Skilled at organizing basic field construction processes
- Ability to read and understand construction documents (plans and specifications)
- Ability to understand basic construction scheduling properties
- Ability to communicate with subcontractors effectively on the phone and via email
- Ability to have a good working relationship with fellow and local tribal members
- Has a positive “Can Do” attitude
- Must be punctual and at work every day on time
- Ability to effectively interact with all levels of the organization, have strong interpersonal skills and a pleasant demeanor

Contact:

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Superintendent

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