



Mississippi Pillager, LLC

DBA White Earth Enterprises

Position: Project Superintendent
Location: Waubun, MN
Pay: \$30.00 - \$34.79 per hour start

Benefits: Full

Open: 01/27/2025
Close: Open until filled
Status: Full Time

Project Superintendent is responsible for assigned construction projects on and off the White Earth Reservation to coordinate and schedule White Earth Builders, LLC contractor and subcontractor labor forces, owner furnished material deliveries, and installation efforts in compliance with the overall project construction safety, schedule, budget, and quality of workmanship. This position is charged with ensuring assigned White Earth Builders construction projects are conducted in a safe work environment, that all on-site workers are utilizing Personal Protective Equipment (PPE) and incorporating other safety measures as necessary on a jobsite specific basis. Quality Assurance/Quality Control inspection and enforcement of the requirements of the contract documents is a position function.

Essential Duties & Responsibilities

Baseline Duties:

- Enforcement of project jobsite safety for White Earth Builders, LCC contractor and subcontractor labor forces, on behalf of the client.
- Conduct coordination meetings.
- Record daily project progress reports and weekly meeting minutes to document project status, decisions made, direction given, for distribution by WEB home office to all project participants.
- Responsible for generating a monthly schedule for project coordination. Schedule to be in compliance with the overall project schedule.
- Responsible for conducting Pre-Task Planning and safe work meetings, ahead of critical installations.
- To include but not be limited to:
- Overview of project construction tasks to be completed.
- Assess safety specific concerns and task specific safety equipment/procedures that may be required.
- Review materials to be incorporated into the work.
- Confirm all material submittals have been reviewed for use on the project.
- Confirm all materials for proposed installation are received and in compliance with the approved submittals.
- Review of the installation process to be used, including intended labor force, proposed equipment, and anticipated timeline.
- Review the drawings and establish the level of expected quality and results of installation.
- Monitor quality of all contractor and subcontractor installation efforts. Quality to meet or exceed industry standard levels and be in compliance with the project drawings and specifications.
- Write daily reports (e.g. WEB Daily Project Progress Report) to be received by WEB home office daily. Reports must include at a minimum: Scope of work, construction tasks performed and percentage completed, safety hazards, safe work plan brief, weather and job site conditions, contractor and subcontractor personnel log, visitor log, contractor and subcontractor equipment, decisions made, and meetings brief.
- Facilitate all Requests for Information (RFI). Review and process contractor questions by way of submittals through the available construction management software or WEB Project Management, which assigns Architect to provide direction.
- Maintain and redline current working drawings and specifications, with the latest addendum, RFI, or other contracts.
- Coordinate erection of any required mock-up panels on site.
- Schedule and coordinate outside testing and inspection services as required so as not to delay the progress of the work.
- Provide signage for construction site, OSHA safety posters, and Right-to-Know posters, and TERO Information.
- Maintain Safety Data Sheets (SDS) for all chemicals and hazardous substances that are used or brought on-site for the project in a 3-ring binder, for reference by all on-site workers.
- Ensure contractors and subcontractors always maintain good housekeeping of the job site throughout the duration of the project.
- Discuss daily with the assigned Project Manager to review project progress and discuss any issues that may arise.
- Responsible for on-site dispute resolution between trades/subcontractors with any scope of work issues.
- Establish and enforce jobsite safe work, work hours, work rules, and site access.

- Coordinate contractors and subcontractors to complete any deficiencies, a.k.a. punch list items, as noted by the project architect and WEB Project Management.
- Maintain good rapport and communications with staff.
- Maintain good working relationships with clients and staff.
- Other duties as assigned by supervisor.

Supervisory Responsibilities

- This job has no supervisory responsibilities.

Knowledge, Skills, and Abilities

- Knowledge of and the ability to follow the policies and procedures of the White Earth Reservation Tribal Council and the WE Builder's program.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of field management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Knowledge of construction practices and procedures.
- Working knowledge of tribal, local, state and federal building codes and ordinances.
- Ability to effectively communicate and provide guidance to WEB labor forces: contractors and subcontractors.
- Ability to envision and plan mid and long term, to allow for contractors and subcontractor interface and material deliveries.
- Ability to recognize changed conditions and communicate in a timely manner with upper management and contractors and subcontractors, both verbally and in writing.
- Possess basic computer skills in Microsoft Excel, Word, and Outlook applications.
- Ability to recognize potential jobsite safety hazards and take pro-active action to eliminate or mitigate any safety risk issues.
- Ability to layout work construction work activities. Have a grasp of basic arithmetic and geometry, to aid in checking locations of intended installed materials/equipment.
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Skilled in motivating, developing, and directing people as they work, identifying the best fit for the job.
- Skilled in managing one's own time and the time of others.
- Skilled in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Ability to maintain confidentiality.
- Ability to meet deadlines and prioritize tasks.
- Ability to be punctual and have good attendance.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to work with basic algebra, geometry, and trigonometry. Calculate measurements, quantities of materials, areas, and volumes. Perform cost estimations for project planning and budgeting.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of:

- Adobe Pro
- Sage Construction Management
- Microsoft Excel
- Microsoft Word

Other Requirements

- Minimum 21 years of age.
- Must be able to pass criminal background check and drug screening.
- Must possess and maintain a valid driver's license.
- Must possess and maintain valid automobile insurance for travel between sites and other business-related destinations.
- Ability to maintain confidentiality.

Qualifications, Education & Experience

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Minimum of two (2) years in field construction experience.
- Ten (10) years of direct experience in field with progressive responsibility; or equivalent combination of education and experience, preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in both an office setting and at the construction site. Sometimes with high levels of noise.
- Frequent talking and listening.
- Occasional lifting of up to fifty (50) pounds or more.
- Frequent use of hands and fingers to operate a computer, phone, and writing utensils.
- Loading and unloading materials.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance

Email a request for Application or send Resume and Cover Letter to:

White Earth Enterprises
Email: rachelle.perkes@weenterprises.com
Attention: Rachelle Perkes
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