



Since 1909

PO Box 9560, 6525 Ardmore Ave
Fort Wayne, Indiana 46899
Phone: (260) 478-1990
Fax: (260) 747-7086

www.brooks1st.com

Date Posted: Friday, January 11, 2019
Job Title: Project Superintendent
Reports to: Senior Project Superintendent

Who We Are:

For over 110 years and across three generations of family ownership, Brooks Construction Company, Inc. has stood for **quality, integrity, and value** in the civil construction industry. Based in Fort Wayne, Indiana, with over 220 employees, Brooks Construction provides asphalt, concrete, earthwork, and pipe operations across northern Indiana and northwestern Ohio using best practices and innovative techniques to give our customers a quality product.

Job Summary:

Individual is responsible for carrying out day-to-day administrative and field work. Working with the customer, general contractor, sub-contractor, and the Indiana Department of Transportation (INDOT) as needed to make sure the job is done correctly. Some responsibilities may include, but are not limited to, reviewing work plans, scheduling, quality control, subcontractor management, analyzing drawings, soliciting subcontractor/vendor quotes and preparing time, cost and labor estimates.

Essential Job Functions (*=Non-essential tasks):

- Preparation of documents for pre-construction meeting which include:
 - Erosion Control
 - Schedule
 - Work site Traffic Control
 - Field office
 - Bulletin board
 - Subcontractor list
 - Borrow/Disposal Site Submittals
 - Supplier list
 - Quality Control plan
- Supervising work and scheduling crews and equipment for assigned projects
- Calculating material quantities
- Entering data and maintain construction records on automated spreadsheets
- Preparing purchase orders and subcontract agreements
- Applying knowledge of state (INDOT), county and city DOT specifications to assigned project work
- Bidding jobs, including gathering of pre-bid information (measurements, quantity take-off requirements, etc.)
- Maintaining detailed records for all INDOT work which include:
 - Erosion Control plan
 - Sign reports
 - Traffic Control reports
 - Purchase orders
 - Subcontract agreements
 - Progress estimates
 - Releases of retainage
 - Material Submittals

Brooks Construction Company, Inc. is an Equal Opportunity Employer



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- Pay Quantities
- Change Orders
- Final payments

- * Assist others in department as needed
- * Other duties as assigned

Requirements:

Experience:

- Previous hands-on construction experience is preferred, with knowledge of INDOT heavy highway work
- Minimum of 5 years' experience in INDOT heavy highway work

Education:

- Bachelor's degree in Construction Engineering, Civil Engineering, Construction Management, Project Management or a related degree; or eight (8) years equivalent experience in Heavy Highway Construction

Skills and Abilities:

- Develop and maintain peer and customer partnerships
- Fair, honest and straightforward in dealing with others
- Use appropriate discretion and is sensitive to confidentiality
- Demonstrate high ethical standards.
- Thorough understanding of basic spreadsheet preparation
- Analytical skills
- Must have excellent interpersonal communication skills including demonstrated success with oral and written communication
- Proven dependability, organization, problem solving and adaptability skills
- High degree of accuracy, thoroughness and attention to details
- Ability to work for long periods at an energetic pace with frequent interruptions
- Must have knowledge and experience working with Microsoft Word, Excel, Outlook and PowerPoint
- Must be a team player
- Knowledge of road construction techniques with the ability to understand state and county specifications
- Demonstrated ability to read and understand blueprints
- Demonstrated strong decision-making and problem-solving skills
- Valid driver's license and willingness to travel to job sites
- Demonstrated ability to work with minimal supervision
- Flexibility in managing multiple priorities within tight time constraints

Working Environment:

- Individual will be working in an office and field environment (50/50)
- Ability to work in adverse conditions, including rain, snow, extreme heat or cold, water, mud, dust, etc.
- Individual will be working with internal customers (Foremen and Superintendents)



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Supervisory Responsibilities:

- Manage 3 to 5 different crews (Brooks or Subcontractors)

(These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties, and skills required of this job. Additional responsibilities may be assigned, as required.)

How to Apply:

- **Online:** Visit www.brooks1st.com/jobs to access our Employment Application with instructions on how to submit your Employment Application via email to jobs@brooks1st.com. Please include a professional resume.
- **In-Person:** Stop into the Brooks Construction office at 6525 Ardmore Ave Fort Wayne, IN 46809 between the hours of 8:00AM - 5:00PM Monday - Friday to complete a paper employment application in our lobby. Please include a professional resume.