

Job Title: Assistant to the Construction Superintendent

Company: Bruce Tanski Construction & Development

Reports To: Construction Superintendent

Location: Southern Saratoga County

Job Type: Full-Time

Position Overview:

Bruce Tanski Construction is seeking a motivated and reliable Assistant to the Construction Superintendent to support on-site project coordination and management. This role involves working closely with the Superintendent to help ensure new home construction projects are completed safely, on time, within budget, and to the company's standards.

Key Responsibilities:

- Assist the Construction Superintendent in daily operations on the job site.
- Coordinate with subcontractors, suppliers, and inspectors as directed.
- Help monitor work progress and maintain updated project schedules.
- Ensure compliance with site safety protocols and report any hazards.
- Maintain accurate records, logs, and reports (e.g., deliveries, inspections, work completed).
- Help ensure the job site is clean, organized, and safe at all times.
- Assist with material inventory, ordering, and delivery coordination.
- Communicate effectively with workers, vendors, and management.
- Support and assist with general punch list preparation and closeout processes.
- Be hands on and willing to help where needed throughout the construction process.

Qualifications:

- High school diploma or GED required; trade school or construction-related coursework is a plus.
- 1–3 years of experience in construction or a related field preferred.
- Basic knowledge of construction methods, tools, and materials.
- Strong organizational and time-management skills.
- Ability to read blueprints and site plans is a plus.
- Reliable transportation and valid driver's license.
- Ability to lift up to 50 lbs and work in various weather conditions.

Scope of the Position:

- Immediate opening
- Daily hours and job functions will vary
- Hourly wage **\$18 - \$19.50** per hour depending on experience