



JOB TITLE

Superintendent – Themed Entertainment Development

LOCATION

Nevada Area

FULL TIME / PART TIME

Full-time position; rate dependent upon education and experience.

BONUS ELIGIBLE

Yes.

REPORTS TO

Primary: Sr. Project Manager
Personnel Under Leadership: Associate Project Manager/Project Coordinator/Admin Support
Primary Relationships: Project Team, Contractor, Finance,
Architect, Design Architect,
Material Testing, County Services,
Governmental Agencies, Building Departments
Cost Consultant, Pre-Superintendent

GENERAL JOB DESCRIPTION

Management level responsibility for construction efforts on a project with financial responsibility (\$80-\$100 million). Acts, in conjunction with Project Manager and Project Executive, as point of contact with all construction vendors and contractors. Will provide leadership and technical expertise and primarily manage external relationships. Will play a major role with regard to schedule, quality, and safety.

CORE FUNCTIONS & RESPONSIBILITIES:

- Manage construction efforts on project through installation
- Performs constructability analysis and value engineering recommendations
- Management of pre-construction services scope and provides pre-construction input (varies by project)
- Monitors construction, schedule, and quality control
- Manages the safety program in close coordination with the Safety Department
- Monitors construction management contract compliance (if applicable)
- Makes recommendations to the project manager on bid packages and develops, receives, and awards bid in conjunction with contract administration
- Monitors submittal and shop drawing process
- Reviews and approves contract application for payment
- Leads the development of the project delivery system
- Maintains clarification, submittal, and deficiency logs
- Coordinates with governmental and utility agencies
- Coordinates with other client departments and personnel
- Responsible for personnel management of direct reports to include performance reviews, performance counseling, talent development, et cetera
- Prepares site logistics plan
- Reviews and approves contractor's project schedule
- Insures proper interface with key project partners (Engineering Services, Facilities Management, Operations)
- Facilitates production of mock-ups for approval (Design Architect, Operator & Client Executives).

- Interfaces with Client Senior Executives
- Adherence to all personnel policies and company handbooks

DESIRED QUALIFICATIONS

- 7+ years job related experience
 - 5-7 years project management/coordination
 - Proven experience managing transportation department projects, specifically roadways and bridges
- College degree in Construction Management, Civil Engineering, Building Construction, Engineering, Architecture, or related)
- Proven experience managing the construction development process and documentation (shop drawings, document control, punchlists)
- Ability to lead project teams
- Experience with and proven understanding of scheduling, estimating, budgeting, and quality control
- Ability to manage through conflict and complexity and to problem-solve issues to resolution
- Experience with hiring outside vendors, professional bid packages
- Experience in the contract administration process (contacts, professional fees)
- Ability to understand the needs of the client and to manage relationships between the owner/operator.
- Computer literacy (Word, Excel, E-Mail)
- Ability to comfortably communicate, both verbally in presentation and conversation, and written in correspondence to project team, vendors, consultants and partners
- Ability to give direction, adapt to change, establish relationships, and work in a team environment
- Expanded computer proficiency in various software helpful
- Supervisory experience
- General Contractor license

LEADERSHIP SKILLS

- Ability to successfully manage personnel providing leadership, mentoring, coaching and guidance
- Ability to successfully lead project team including consultants, staff extensions, contractors, et cetera.
- Ability to resolve conflict

PROVIDED TOOLS

This position is provided with a laptop, workspace and mobile phone allowance. Any driving done for business purposes will be reimbursed at the current IRS rate.

APPLICATION INSTRUCTIONS

Submit a copy of current resume via e-mail (PDF only): careers@insideaoa.com. Provide a minimum of (2) work references in any field and list of relevant project work if not included in resume.

AOA COMPANY INFORMATION

Why you should work for AOA

At AOA we take our work seriously, which is why we really like to have fun with our team members and live up to being one of the Best Places to Work in Orlando. We are committed to monthly Team Celebrations (such as happy hours, lunches, cookouts), admission to special industry sponsored events, an AOA Holiday Party in December, AOA Kids Camp at the office, team entries fees for local race events, reimbursement for athletic wear and classes, and AOA swag for our employees. We also offer commuter benefits, paid time off (vacation, sick leave, bereavement, and jury duty), health care and long-term disability benefits, 401K retirement benefits, paid maternity leave, cell phone allowance, and a continuing education reimbursement.

AOA Vision

To dream, create, and build global experiences of a lifetime.

AOA Mission

To create and build innovative and transformative experiences that astonish and exceed expectations.

At AOA, it is our expectation that all employees embrace and uphold our Company Values:

Communication - Be open, authentic, approachable, timely, and purposeful in everything that we do.

- Respect - Respect should be given across the board.
- Transparency - Transparency is key in the development of trust between parties and is essential in communicating with honesty.
- Professionalism - Professionalism truly lies in the individual's sense of responsibility to client, team, and projects.

Quality - Deliver every project knowing we did our best.

- Innovation – Continuously think outside the box and never be complacent.
- Exceed Expectations – Go beyond what our client needs.
- Repeat Business – Ensure our clients know they can trust us every step of the way to go above and beyond.

Leadership - Empower everyone to do the right things, not just do things right.

- Integrity – Have courage and confidence to do the right thing and inspire others to do the same.
- Problem Solvers – Don't be intimidated by challenges. Be creative, effective, and efficient to get the job done.
- Financially Responsible – Manage money in a way that is productive and in the best interest of the client and company.

Teamwork - Work collaboratively to create an environment where trust, honesty, and integrity is most important.

- AOA Family & Community – Be a good human and take care of one another.
- Diversity – Promote diversity of thought, people, and culture.
- Inclusion – Make everyone feel that they are valued and respected.

Balance - Be present at work and at life.

- Quality of Life - Happiness matters.
- Embrace the moment. - Give life your all and find the fun.
- Wellness - Devote time to physical and mental well-being.