



Superintendent, Floorz (COS Office)

Compensation: 60 – 70K

Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

This position is for our studio Floorz – Colorado's premier commercial flooring contractor.

Job Summary:

The Superintendent is a key player in ensuring the successful completion of flooring projects through effective leadership, technical expertise, and a commitment to quality and safety.

Essential Functions

- Responsible for understanding the needs of the client / GC for installation.
- Verify that project conditions are suitable for installation and meet manufacturer's requirements as well as specifications.
- Confirm our scope is coordinated with the other trades.
- Verify that all work is complete and meets standards.
- Coordinate logistics and communicate constraints between GC, installer and Floorz PM.
- Attend all necessary meetings, commitments, and obligations regarding the team and projects.
- Ensure installers have correct materials and equipment required for completion of job.
- Ensure proper handling and storage of materials and equipment to prevent damage and wastage.
- Document materials and labor associated with extra work.
- Manage Safety Compliance by promoting a culture of safety among the installation crew, enforcing safety guidelines and best practices.
- Other duties as assigned.



Supervisory Responsibilities:

- Oversees the daily workflow on jobsite.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Familiarity with safety regulations and procedures in the construction industry.
- Proficient with Microsoft Office Suite or related software.

Education and Experience

- Proven experience in the flooring industry.
- Proven experience in a foreman or superintendent role strongly preferred.
- In-depth knowledge of flooring materials, installation techniques, and industry best practices.
- Familiarity with safety regulations and procedures in the construction industry.

Core Competencies

- Situational Awareness
- Problem Solving
- Critical Thinking
- Delegating
- Communication

Work Environment

This is primarily an out in the field position.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, bend, kneel, use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift products and supplies, up to 50 pounds. Use of personal protective equipment



(PPE), including safety goggles, ear protection, gloves, and hard hats, as required to ensure safety during installations.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are typically Monday through Friday, 40 hours, but may be extended to weekend and additional hours to meet project deadlines.

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.