

Job Description

Special Projects Superintendent I (SPS-I)

Special Projects Include: Controls, Fire Alarm, and Tele Data

Integrity, Skill, and Imagination aren't merely slogans at Merit Electric; they're the cornerstone principles guiding our operations daily. If you're seeking more than just a job in your electrical career, longing for a place where these values are not only celebrated but are the foundation of every project and every day, and you're eager for clear paths of advancement with training and support, then you belong at Merit. Join us, and let's power the future together.

The Special Projects Superintendent I (SPS-I) role is an entry level Special Projects Superintendent position where you will oversee multiple small low voltage type projects, or one larger more complex low voltage project. Our leveling system—Level I, II, and III—charts a clear, structured career path in low voltage type construction each stage marking a growth in experience, leadership, and responsibility.

This is an hourly, non-exempt position. Reporting structure will be assigned per project.

Responsibilities and Duties

- Manage and lead small to midsize special projects or one larger special project
- Manage and assist Foreman and Leads on your projects
- Expected software knowledge: Blue Beam, Excel, Navisworks, Outlook, Microsoft Teams, and various other programs as assigned
- Begin learning how to manage multiple projects simultaneously, each at various stages, by effectively managing time to meet requirements of each project
- Clarify roles, set deadlines, and provide support during project turnover meetings, ensuring responsibilities align with the Foreman's job description
- Collaborate with the Foreman, Project Manager (PM), and Estimator in creating Work Breakdown Structures (WBS) and managing Smartsheets data entry
- Ensure prompt review and appropriate marking of RFIs, ASIs, PRs, etc., for electrical and subcontractor modifications
- Maintain up-to date electronic drawing sets, and paper copies as required
- Assist in creating and distributing job specific and Merit Standard Quality Control (QC) checklists
- Build and distribute Merit internal punch list throughout project with Foreman and Lead
- Attend project meetings as required – coordination meetings, vendor meetings, specialty equipment meetings, etc.
- Plan, schedule, and facilitate meetings with GC and subcontractors as needed
- Engage proactively with our Pre-Construction team
- Vendor accountability – up to date log for release to project items
- Monitor the progress of electrical installations and ensure safety and quality standards are met
- Provide guidance and support to junior team members
- Promote and ensure adherence to safety protocols among team members
- Comply with the National Electrical Code (NEC) and local Authority Having Jurisdiction (AHJ) standards and requirements

- Schedule and work closely with programmers
- Scope review and comparison to shop drawings provided
- Other duties as assigned

Skills

- Integrity, Skill, Imagination
- Internally and externally customer-centric
- Strong leadership skills, including strategic planning and problem-solving
- Ability to effectively multi-task as well as recognize and set priorities
- Ability to safely and properly use power tools
- Ability to read maps and follow directions to specific locations and/or jobsites
- Ability to safely load, secure and unload materials and tools
- Physical ability to safely perform work assigned

Education and Experience

- High School Diploma or GED equivalency
- Valid Driver License required
- Satisfactory Motor Vehicle report
- Possess and maintain a valid electrical Journeyman and/or NICET level III license in Colorado and Wyoming, or will reciprocate for Wyoming upon employment
- One year as a Special Projects Foreman III (SPF-III), 11 year's electrical trade experience, or 7 years low volt, controls, fire alarm, etc. preferred
- Proven expertise in effectively managing large scale low voltage type projects
- Candidates should have completed, or be willing to undergo, the following Merit Electric training modules or their equivalents: Customer Service Essentials, Blueprint Reading, Communication in the Workplace, Supervision and Management, Intro to Lean-6 Sigma, Project Management Training, Change Management, Advanced Blue Beam, Smartsheets, 100% Plan Review, Presentation Skills, Finance for Non-finance

Physical Requirements

- Ability to work in both extreme hot and cold conditions
- Ability to safely lift up to 50+ lbs.
- Ability to regularly attend classroom education and labs
- Repetitive use of arms, hands, and fingers
- Ability to bend, stoop, squat, crawl, climb, kneel, balance, push, pull, and reach overhead
- Ability to dig trenches, either by use of hand tools or power equipment
- Ability to work 40 hour weeks, night shifts and overtime as required
- Ability to work in restricted areas (manholes, utility tunnels, crawl spaces, attics, etc.)