



HVAC SUPERINTENDENT

Enix Mechanical-Residential – Las Vegas, NV and Reno

Job Description

Enix Mechanical is a rapidly-growing, established HVAC company with offices in Las Vegas and Reno. We are looking for leaders in their field with 3 to 5 years of experience as an HVAC Superintendent to join our team. We offer highly competitive salaries, Health and Dental Insurance, paid time off, and the support of a company that wants you to succeed.

Core Responsibilities

- Manage equipment, material, and labor in alignment with company policies.
- Direct and manage field labor and proactively develop a positive work environment.
- Ensure material and equipment is ordered in advance and is onsite for JIT (Just-in- Time) delivery and installation.
- Read and comprehend Project specifications and verify proper execution.
- Analyze job schedules and maintain project execution in alignment with job schedule.
- Review prints and complete material take offs.
- Review prints to identify design conflicts or execution conflicts
- Keep track of changes made on a project by red lining drawings for a project As-Built.
- Follow up with Project Coordinator on delivery dates.
- Keep track of all tools on his/her project.
- Return any tools not being used to the shop in a timely matter.
- Manage and control rental equipment, including timely return of equipment.
- Maintain time cards, labor hours, and time sheets daily and turn in documentation per company policy.

- Complete daily progress reports every day.
- Comply with procurement policies and required paperwork.
- Send in material and equipment delivery tickets daily.
- Complete any and all forms required by General Contractor.

Communication Requirements

- Communicate with Project Manager about required manpower to meet job schedule.
- Manage and coordinate with sub-contractors, including compliance with safety and schedule.
- Attend required job meetings, safety, quality, planning, coordination, and others as identified.
- Develop and maintain a good relationship with General Contractors.
- Communicate any issues on drawings or specifications to Project Manager in explicit detail via email in order to produce RFI's in a timely matter.

Leadership Requirements

- Ensure employees comply with project and company safety policies.
- Perform weekly toolbox safety meetings.
- Perform a safety inspection of the work site at least once a day.
- Perform weekly quality control reviews and inspections and identify deficiencies and ensure corrective action is completed.
- Foster a productive work force by utilizing motivation and accountability.

Job Type: Full-Time