



Scenic Ridge Company

www.scenicridge.com

2554 Steelton Road

Lancaster, PA 17601

717-768-7522

December 16, 2025

Project Supervisor

Scenic Ridge is seeking a skilled and detail-oriented Project Supervisor to join our Construction Sales team. The ideal candidate will be responsible for producing projects within labor hours and material and equipment budget in a top-quality manner according to predetermined schedules.

Key Responsibilities

- Schedule / coordinate suppliers and subcontractors with a high emphasis on quality work and on time completion.
- Develop and update 3 Week Planning Schedule as required.
- Communicate daily with estimate / project manager.
- Communicate regularly with suppliers and subcontractors.
- Work with estimator / project manager in updating job schedule weekly and communicating with all subcontractors weekly.
- Ability to work in a constant state of alertness and safe manner.
- Check to see that materials are on the job on time.
- Schedule special tools, equipment, etc. as needed.
- Verify quantities and quality of materials for job.
- Schedule inspections as required.
- Maintain daily project job log.
- Complete daily / weekly paper work as required.
- Attend, assist project manager with bi-weekly job meeting.
- Enforce company safety policy on job site.
- Attend team hand off meeting and turnover meetings and post project reviews (as scheduled).
- Enforce high quality standards.
- Conduct pre-final job inspection, develop punch list if necessary and engage all affected parties to successfully complete work.
- Jobs are completed on time, within budget and quality standards.
- Project and yearly safety goals are met or exceeded.
- Is successful in his annual performance evaluations.
- Insurance expenses decrease due to his safety efforts.
- Project contracts close out meetings results are met, schedules and prompt final payments from owners.
- Owners rate company performance favorably.

Qualifications

- Minimum one year in management experience in some area.
- Minimum three years experience in construction field installation.

Successful applicant will be required to work 8-10 hours in a office and field environment and would be based on a 40+ hour work week.

Complete an application or submit your resume to
<https://www.scenicridge.com/careers>.