



Superintendent

Job Summary

Provide overall leadership for on-site field administration, supervision and technical management for all construction operations, including direct supervision of assistants, foreman, subcontractors, and other construction related personnel. Direct them in planning, coordination and execution of work on time, within budget, attaining or exceeding profit goals, maintaining a safe workplace, promoting and enhancing client relationships and the company image.

Essential Job Functions, Duties and Responsibilities

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

- Assist Preconstruction and Project Management to develop an initial project schedule and communicate sequence and schedule updates to all subcontractors and vendors.
- Develop, maintain, and enforce a project site logistics and temporary facilities plan.
- Develop, implement, maintain and enforce a project site specific safety program in accordance with Policies and Processes, OSHA requirements, local, state and federal laws to include all subcontractors.
- Actively participate and/or lead post-bid, buyout, Owner/Architect/Contractor, coordination, lead team, subcontractor, staff, scheduling and post-mortem meetings.
- Develop, implement, maintain and enforce a project specific quality assurance and workmanship program to include all subcontractors.
- Manage OSHA site visits.
- Obtain and install standardized project signage from Corporate Marketing and other required identification material.
- Participate with the Project Manager in issuance of monthly progress report, monthly payment applications, anticipated cost report and other financial cost reports.
- In coordination with the Project Manager develop general conditions budget, and through labor cost reporting manage and control the budget.
- Perform and monitor all job site control reporting measures including daily reports, payroll, quantity reporting, accident and incident reports and timesheets.
- Possess working knowledge of all project plans, specifications, contract with Owner, subcontracts, purchase orders, daily correspondence, shop drawings, submittals, and all other project related documents, and maintain a complete and accurate set of as-builts.
- Review and provide feedback on all purchase orders and subcontracts.
- Coordinate and manage all material deliveries, subcontracts and self-perform work.
- Perform a qualitative review of all contract documents for potential conflicts or interpretation issues to mitigate risk.
- Ensure timely project completion through project scheduling, expediting of material deliveries and the management of material and document submittals/approvals.
- Responsible for the layout and field engineering in accordance with all project requirements.
- Ensure that all requirements of insurance, safety, labor relations and Equal Employment Opportunity are met.

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CONSTRUCTION

- Understand all trade contractor's means and methods in accordance with project contract documents.
- Coordinate daily construction activities within existing operating facilities.
- May review, approve, and code subcontractor, vendor payment applications and miscellaneous invoices.
- Maintain a set of contract documents that contains all the current contract changes and clarifications.
- Develop and execute a plan for monitoring and completing punch list items. Coordinate all required field inspections.
- Understand local labor requirements, availability and capability for self-perform work.
- Provide technical assistance to all members of project team.
- Familiar with all Policies and Processes as it relates to this position.
- Actively participates on internal team(s) that focus on continuous improvement of the business.
- Develop and mentor subordinates towards a successful career with the company.
- Promote the growth and development of client, subcontractor and vendor relationships.
- Identify new work opportunities and inform Sales and Marketing of potential projects with current clients.

Required Skills

- Four year degree in an accredited construction related curriculum, (BSCE, BSCM, BSAE, etc.) or experience equivalent to a four year degree.
- 3-5 years minimum of experience as a Superintendent
- Completion of OSHA Ten Hour Safety Course.
- Knowledge of applicable OSHA requirements
- Maintain current certifications for First Aid and CPR.
- Generally understand the essential job functions, duties, and responsibilities of a Project Manager.
- Competent with personal computer based scheduling software, and specifically spreadsheet applications.
- Demonstrated competency in these areas: managing site activity, labor relations and union agreements, anticipating and resolving field related issues, establishing and enforcing site schedule requirements, managing site safety and insurance risks, interpersonal skills, and ability to communicate both written and oral, and leadership.