

## **SUPERINTENDENT JOB DESCRIPTION**

### **PURPOSE**

To plan, staff and supervise the construction of all projects assigned, to ensure that safety, profitability, quality, schedules, and Owner/Architect relationships are all maintained at acceptable levels.

### **SCOPE OF POSITION AND REPORTING RELATIONSHIPS**

The Superintendent is responsible for all field operations of the construction projects assigned, as well as the coordination with the Project Manager to ensure the timely arrival of all subcontractors and materials. The Superintendent reports to the Project Manager on all job related issues and they work together as a team to accomplish the goals of their project. The Superintendent should have a minimum of at least five (5) years in the General Construction Industry.

### **DUTIES AND RESPONSIBILITIES**

1. Job mix will vary in size \$250,000 to \$5,000,000
2. Run two to five jobs per year depending on size and complexity.
3. To become intimately familiar with the plans, specifications, estimates, and contract for the project.
4. Develop a relationship with the Architect, Owner, Local Authorities, Building Inspectors, and Subcontractor Representatives.
5. In conjunction with the Project Manager, develop a detailed schedule showing the sequencing of each work activity and durations.
6. Determine the staff needed to maintain the schedule and properly supervise the work.
7. Develop a staging plan, including points of access to the site, trailer location, crane location, temporary power, and water location.
8. Study the equipment needs of the project and determine the proper sizes and numbers of trailers, cranes, and hoists, as well as temporary power and water capacity.
9. Establish and maintain up-to-date files for the field office.
10. Establish and maintain up-to-date shop drawings files for field use
11. Prepare daily reports accurately detailing the work on the project by Company and all Subcontractors. The report should include weather information, material deliveries, concrete quantities for the day and to date, a list of visitors, Architect's or Engineer's directions, and problems affecting the progress of the job.
12. Notify the Project Manager in a timely fashion with regard to any and all significant problem areas on the project.
13. Schedule and conduct regularly subcontractor meetings. These meetings should include a review of the schedule, quality issues, safety, and submittal dates.
14. Prepare short-term schedules (1 or 2 weeks) to assist in the coordinating and expediting of our work and our subcontractors' work. Review the short-term schedules for compliance with the overall job schedule.
15. Employ or discharge workmen and immediate supervisors as needed to ensure safe, efficient, and timely completion of work.
16. When jobsite conditions or changes in the work dictate a significant change in the construction schedule, work with the Project Manager to prepare a new schedule.
17. Meet with each subcontractor prior to his starting work to review his scope and schedule.
18. Accompany Owner and Architect on periodic job site reviews and act as a good will ambassador for the company, in particular with the Architect and Owner representatives.
19. Supervise all phases of the work performed by the Company and its subcontractors. Review the work for conformance with the specifications, acceptable levels of quality, safety, and schedule.
20. Inform the Project Manager of all Owner or Architect requested changes or other conditions which will impact cost or schedule

21. Review and approve all subcontractor, supplier, and miscellaneous material invoices. Verify correct subcontract amounts and previous paid, along with quantities, unit price, and extensions.
22. Verify location, proper storage and quantity of all on-site or off-site stored materials included on subcontractor invoices.
23. Maintain a clean, orderly site which will be conducive to a safe and productive job.
24. Review all work for compliance with the appropriate safety requirements.
25. Maintain current CPR and first aid certificates.
26. Verify that all contractors involved in excavation work have a "Competent Person" certified as required by OSHA in their employ on the site.
27. Prepare punch lists prior to the Architect's walk through. Require all subcontractors to punch their own work and review the lists and their plan of action.
28. See that all punch list items and remedial work are expeditiously performed on completion of the project.
29. Have utility companies read meters and coordinate the change over of all utility bills to the Owner on the date of substantial completion.
30. Maintain accurate as-built drawings and turn them over to the Project Manager at the end of the job.
31. Install and maintain company signage in prominent locations on site in a clean and professional manner.
32. Implement all company policies and procedures.