

POSITION: Project Superintendent

REPORTS TO: Project Manager, Vice President of Construction

GENERAL JOB DESCRIPTION:

The Project Superintendent's principal duty is to properly schedule the work of the crews, equipment, and subcontractors to achieve maximum production in the most efficient manner. It is through the Superintendent's efforts of effectively working crews, organizing work, and scheduling subcontractor's activities to work in unity with each other, that maximum profits are attained.

PHYSICAL REQUIREMENTS:

- 40-50 hour work week, 8-10 hours per day
- Daily travel to jobsites
- Occasional travel for continuing education
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

QUALIFICATIONS:

- Current drivers license
- OSHA 30 hour training course
- Construction management degree and 5+ years experience in the construction industry or 10+ years experience in the construction industry
- 5+ years in a supervisory position

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is exposed to wet and or humid conditions; mechanical parts; high, precarious places; fumes or airborne particles; extreme cold;

extreme heat; risk of electrical shock and vibration. The noise level in work environment is moderate to high.

REQUIRED SKILLS:

- General knowledge of computer use and Microsoft Office programs and Procore
- Ability to clearly and comfortably communicate with all internal and external contacts of the company, in both written and verbal communications
- Ability to perform general management through delegation, problem solving and conflict resolution
- Ability to thoroughly understand and follow plans and specifications in the construction of projects
- Leadership ability
- Thorough knowledge of construction techniques and imagination to derive the most efficient method of completing a task
- Foresight to predict problems before they develop
- A conscientious attitude towards controlling job costs and adhering to progress schedules
- Ability to use a transit and level and oversee all aspects of job layout and surveying
- Ability to communicate our plan and sequence of activities to all subcontractors and material suppliers to effectively implement our goals

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Participates in conjunction with the Project Manager in all project pre-planning to include development of preliminary construction schedule and assist in project buy out.
- Coordinates with the Project Manager to deliver required manpower and equipment resources
- Attends and co-chairs or chairs, as required, site progress/coordination meetings.
- Monitors overall project progress and subcontractor performance and corrects when necessary
- Sets project goals and deadlines in conjunction with Project Manager.
- Receives, reviews and records jobsite daily reports, gives status updates to the Project Manager (good, bad, and the ugly).
- Ensures weather delays are being properly recorded and reported to the Project Manager.
- Assists Project Manager with updating the CPM schedule to maintain an “as built” schedule.
- Monitors job site safety requirements (QA our company safety plan).
- Relays to the Project Manager the Project Superintendent generated RFIs.
- Manages equipment resources, knows where the equipment and tools are and utilizes efficiently.
- Coordinates with mechanics to ensure timely repair and maintenance.
- Resolves problems and/or conflicts in the field with the assistance of the Project Manager.
- Works closely with the Project Manager on project closeout, red zone meeting, punch list and all closeout documents (O&M, warranty and as built).

- Ensures all required documents are filed with the appropriate authorities before, during and after completion of the project.

- Ascertains that foremen are well qualified and efficiently carrying out duties assigned.
- Properly lays out a project, making certain that the proper grades are followed and the structure is accurately located.
- Reviews the job schedule and cost breakdown, resolving all differences of opinion with Project Manager at the beginning of the job.
- Sets up the job office and equipment trailers and ensures that permits, labor notices, safety rules and regulations, and EEOC materials are posted in a conspicuous place. Sets up sanitary stations and water coolers in strategic areas.
- Sees that company complies with EEOC policies in employing minorities.
- Sees that the safety regulations are followed by the company and subcontractor crews. Safety meeting must be adequately attended.
- Sees that a complete first aid kit is available and stocked in case of emergencies.
- Has a thorough knowledge of the plans and specifications for each project assigned.
- Maintains a high standard of good quality control at all times.
- Sees that good housekeeping practices are observed and maintained by both company crews and subcontractors.
- Ascertains that safety barricades are in proper place and safety lights properly operating.
- Maintains a good relationship with the Project Manager, seeking his/her assistance in the scheduling of materials, equipment and subcontractors.
- Keeps the progress schedule current, review schedule status and job costs at least once each month.
- Maintains inventory control over tools and equipment, ascertaining that movable tools are turned to the tool room and all other equipment adequately secured.
- Ascertains that the project is secured each night.
- Completes Superintendent's daily report each day, completely and accurate on Procore.
- Ensures that all change orders are properly executed and indicated on as-built plans.
- Reviews attendance each morning and afternoon.
- Forwards all receipts, mail, reports and shipping "drays" to the office each day.
- Attends pre-construction and construction meetings, taking notes on areas that may present a future problem and presents to the Project Manager for consultation.
- Assists inspectors on their project reviews.
- Maintains good relationship with inspectors, architects, subcontractors and other key people connected with the project.
- Coordinates maintenance of heavy equipment on the project and supervises effective utilization.
- Attends, on request, all technical meetings for the purpose of discussing job progress and problem area.
- Maintains close communication with project manager on any unforeseen problems which may develop.

- Assists Project Manager in estimating percent completion of each item for monthly invoicing and labor for each job cost report.
- Determine sequence of activities concerned with fabrication, assembly and erection of structures.
- Schedule subcontractors and procure and schedule delivery of materials and tools to ensure timely completion.
- Constant review and inspection of materials and workmanship throughout the project to ensure compliance with specifications and adherence to construction schedules. Keep In Progress Punch list for subcontractors, and PWC, for performed work.
- Work with Project Manager to monitor budget and expenses to ensure all work is completed within or under budget and in the most cost effective manner.
- In conjunction with the Project manager, resolve on site, and written schedule conflicts between subcontractors and suppliers.
- Weekly jobsite meetings (performs project walk through for percent complete, quality of work, cleanliness and safety issues).
- Report project progress weekly to Project Manager.
- Produce/Maintain Redline Drawings for ALL work.
 - Perform project walk through with owner architect and Project Manager. Ensure all in progress punch list items are completed correctly and in a timely manner.
- Serve as primary field contact and manage unexpected issues professionally.
- Perform other assignments as directed by the Project Manager or President.

OTHER:

Judgment and Decision Making:

Sound judgment and decision making is expected in this position. In general, the Superintendent should think and act like an owner, guided by the company's culture as embodied in its mission. The Superintendent is expected to always consult with other member of the management team and with ownership where their areas of influence, knowledge or authority are affected.

Relationship with Others:

The success of PWC, in the past and future is based on quality relationships with its clients, design professionals, subcontractors, material suppliers, and employees. It is the duty of the Superintendent to nurture and continually strive to improve these relationships.

Attendance and Reliability:

Superintendents will spend the required amount of time to ensure the success of their projects. Superintendents must realize that extra hours, and weekends might be required to meet client's needs and expectations. The Superintendent is expected to meet any timelines set.

Dress Code:

Dress in a clean and professional manner which will produce a positive image for PWC.

Communication:

The success of this position relies on continued close communication with the project team and PWC Management. It is the responsibility of the Superintendent to ensure good communication flow at all levels.

JOB DUTIES AND TASKS:

Duties and Task (But not limited to)					
	Daily	Weekly	Monthly	As Needed	
Daily Log	X				
Review two week schedule	X	X			
In Progress Punch List		X			
Progression meetings/Scheduling		X		X	
Equipment Inventory & Maintenance				X	
Redline Drawings Update	X	X		X	
Coordinate Subcontractors	X				
Review equipment needed	X				
Manage manpower on project	X				
Plan and Order Required Materials	X			X	
Material Testing				X	
Submit RFI to PM				X	
Schedule Inspections				X	
Review Project for Safety Violations	X				
Jobsite Cleanup	X				

