

Position Title: Project Superintendent

Department: Field Operations

Supervisor: Vice President of Field Operations

General Purpose

This Project Superintendent role is responsible to oversee job site activities, including but not limited to: organizing, planning and scheduling materials; directing people and work activities; performing site inspections; and, enforcing safety procedures, in the most efficient and timely manner in order to maximize profits for the projects to which he/she is assigned.

Essential Functions, Duties and Responsibilities

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Recognize and communicate to Project Manager any priority projects or problems
- Responsible for being on site prior to and after normal starting time to prepare for work to be completed
- Ensure that proper safety and incident reporting procedures are followed
- Coordinate, direct and lead workers engaged in construction activities. Assign work to employees, using material and worker requirements information
- Supervise crews to obtain top quality workmanship, efficiency, employee satisfaction, morale, communication, commitment, teamwork and pride
- Regularly communicate with other staff about needs on assigned jobs
- Relate to the public and to customers in a professional, courteous and respectful manner, appropriately responding to their complaints
- Complete required paperwork and documentation (Daily Logs, Goals Sheets, Timecards, Extra Work Authorizations, Safety Related Documentation, Others as needed)
- Provide oversight at various job site locations and on various shifts (1st, 2nd, or 3rd shift) as needed and as assigned

Contacts:

- Frequent contact with subcontractors, trade workers, other project superintendents, estimators, project managers, customers, and members of the public.

Knowledge, Skills, & Abilities

- Requires minimum of 4 years of supervisory experience, preferably in the construction industry or related field
- Knowledge of administration and management needs in the construction industry. Must be able to plan, allocate resources, manage production and coordinate people and equipment
- Knowledge of materials, methods and the tools involved in construction
- Strong coordination, time management, active listening, oral and written expression and comprehension, critical thinking and reasoning skills
- The ability to determine when something is wrong or is likely to go wrong- to recognize problems when they occur and to work toward the solution of those problems
- Ability to exercise good judgment that has considerable impacts on the project and organization
- Ability to create cut lists and material take offs
- Maintain good working relationships with the public and fellow employees
- Ability to see details at close range
- Ability to understand and follow verbal and written instructions
- Ability to effectively communicate in writing and verbally
- Ability to observe potential hazards and adhere to safety regulations
- Ability to perform heavy manual tasks under varying weather conditions
- Ability to work from construction specifications or blueprints
- Ability to function in a supervisory role
- Experience and training must include methods, techniques, equipment and hands-on experience in a supervisory position

Working Conditions

- Work is regularly performed in outside weather conditions, including rain and extreme heat, near moving mechanical parts and includes occasional exposure to wet and/or humid conditions and to vibration. Travel and ability to work various shifts required, determined by project location and schedule. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must be able to lift and carry up to 50 pounds.