



Project Superintendent I and II

Job Summary

A Project Superintendent oversees individual projects to assure the safe construction of a high quality project that is in compliance with the scope as established by the contract documents. This position supervises and directs the activities of project personnel for all construction activities and demonstrates the integrity and dependability of the Company by maintaining positive and continuous communication with customers.

Reports to

General Superintendent

Key Communication Partners

General Superintendent, Project Engineer, Project Manager, Area Manager, Safety and Training Manager, Payroll Specialist, Human Resource Manager

Supervises

In absence of a Foreman, supervises Leadmen and craft trades

Typical Duties

- Actively participate in pre-work meetings with subcontractors to familiarize all subcontractors with the project policies and quality standards.
- Actively participate in pre-work meeting with Foreman and subcontractors to familiarize all with the project schedules, construction methods, company procedures and policies, quality standards and project specific requirements.
- Evaluate shop drawings with PM.
- Participate in the planning, organization and staffing of new projects.
- Develop and implement work schedules for project personnel, equipment, material and subcontractors in order to keep the project on track.
- Actively participate in pre-construction sessions to develop strategies that address unique characteristics of the project budget and/or design.
- Discuss and implement best practices that drive safety on the project; promote Safety Cents program.
- Ensure companywide safety program is enforced at all times. Ensure safety compliance with all predetermined, communicated safety guidelines for all field personnel under your supervision.
- Maintain a clean and safe jobsite.
- Proactively identify and correct potential safety hazards.
- Report accidents and jobsite incidents to the Safety Officer or Safety Administrator immediately following their occurrence; submit a written Accident Report within 24 hours.
- Ensure the proper safety equipment is inspected, available and used by all field personnel.
- Ensure that the Daily Equipment Logs are completed and turn in to PM daily.
- Monitor construction activities for adherence to project documents (i.e. contract specifications, plans, plan revisions, RFI's and approved material submittals), including subcontractor performance to maintain quality control.



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- Maintain quality control and update as-build drawings.
- Maintain accurate, timely and detailed daily log books with documentation photos.
- Recognize installation issues or errors and proactively address them before they result in re-work.
- Manage and maintain thorough knowledge of scheduled activities.
- Create current-week and two week look-ahead schedules that reflect the project baseline schedule and makes sure that upcoming events are on track and are being proactively attended to.
- Review updated baseline schedule to recognize schedule milestones and measure incremental progress during weekly scheduling meetings.
- Ensure daily set-ups in to dispatch on time.
- Keep the company informed of problems and successes occurring on the job.
- Regularly initiate short interval planning with the Foremen and Leadmen to develop strategies in line with the unique characteristics of the project budget.
- Assure the appropriate use, repair and maintenance of project equipment.
- Coordinate the return of tools or equipment when they are no longer needed.
- Maintain project performance against budget and schedule milestones as informed by the Project Manager.
- Understand the contract well enough to recognize extra work and then ensure proper field documentation of the extra work.
- Prevent re-work by doing the work right the first time.
- Proactively identify and resolve any problems and assure that the client is kept updated about the status of work.
- Communicate and work proactively to address subcontractor issues.
- Meet with client personnel on a regular basis to discuss the status of the project.
- Develop new and improved techniques through better utilization of manpower, equipment and material and communicate it to the Estimating Department and Area Managers.
- When results are not as expected, take responsibility and make changes to improve the results.
- Maintain good client and business partner relationships
- Internally help foster an efficient, productive environment by getting to know co-workers
- Spend time developing and mentoring others.
- Reward and recognize others for their contributions to the company.
- Maintain current certifications for CPR/First Aid, OSHA 30, Asbestos Cement Pipe, Harassment Prevention for Supervisors, Competent Person Trenching and Excavation, Confined Space Entry/Rescue and any other training appropriate for the type of work being performed.

Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience: High School Diploma or GED preferred and ten or more years



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progressively responsible related field experience and technical expertise as a tradesperson plus five or more years of progressively responsible field construction management experience

Language Skills: must be able to read and write in English

Mathematical Skills: basic math and geometry, the ability to calculate volume, area and tonnage

Reasoning Ability: apply common sense understanding to carry out multiple step instructions. Deal with standardized situations with occasional variables

Computer Skills: must be able to learn to use various computer programs

Certificates, Licenses, Registration: CA drivers' license and a clean driving record