



DESIGN | BUILD | DEVELOP

## Construction Superintendent

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**Reports To:** VP Design Build Services

**Status:** Hourly

**Base Hours:** 7:30 am to 4:30 pm Monday through Friday, overtime as required by job

### Job Summary

Provides onsite coordination for all phases of construction projects, including coordinating subcontractors, material and equipment, ensuring that specifications are being strictly followed, and work is proceeding on schedule and within budget. Superintendent shall be responsible for scheduling, inspections, quality control, and job site safety. Works closely with Project Manager(s) and VP Design Build Services to ensure project success.

### Job Scope

The Superintendent is solely responsible for and will be held accountable for the timely completion of the project and ensuring that the project is constructed in strict accordance with plans, specifications, and local codes. Project Superintendent schedules all subcontractors, consultants, and vendors, as well as ensures their completion of work within time allowed. The Project Superintendent is responsible for the coordination of work directed in the field, ensures that work is performed in accordance with plans and specifications. Conflicts or revisions to the plan will be communicated with the project team (i.e. superiors, architect, engineer, consultant, owner) for mutual resolution, prior to execution of work that deviates from the approved plans. The Project Superintendent shall establish and enforce job site quality control programs to ensure quality completion of construction. The Project Superintendent does not have authorization to engage in monetary agreements (subcontracts, change orders, work authorizations). All request for monetary agreements must be communicated to the VP Design Build Services for consideration prior to work performed. Failure to perform these duties will result in reprimand or termination.

### Supervisory Responsibility

The Construction Superintendent will supervise all subcontractors, consultants, and vendors on a daily basis. This supervision will ensure adequate manpower is available for each task and compliant work performed. This position is responsible for monitoring project security personnel and supervising all Assistant-Superintendents.

### Primary Responsibilities

- Inspects, repairs, installs, modifies, rebuilds, constructs, and maintains woodwork and other related structures. Duties are set by the Project.
- Understands the project plans and specifications.
- Maintains positive relationships with customers, contractors, suppliers and other employees.
- Assist with scheduling subcontractors, consultants, and vendors in critical path to ensure timely completion.

- Utilize Procore Construction Management Software to manage and record day-to-day construction operations. Which include but not limited too. Daily logs, RFI's, Punchlist, Meeting minutes, Observations, Safety, Plan review, submittals, specifications, Progress photos Erosion control logs
- Perform quality control duties and responsibilities regarding the work being performed.
- Communicate with project team regarding ASI's, RFI's, and Material Submittals.
- Ensure that subcontractor is fully executing and complying with his contracted scope of work.
- Coordinate required inspections with local jurisdictions.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Perform Superintendent duties simultaneously, at multiple jobsites when needed.
- Ensure subcontractor has corrected all deficiencies identified by project team.
- Preside over weekly subcontractor meetings designed to coordinate the work.
- Issue notices of non-compliance to subcontractors in regard to quality of work or scheduling.
- Ensure that the job site is always kept in a clean and organized manner.
- Perform job progress and completion punch list identification and completion.
- Follows company policies and procedures in the field.
- Holds confidential information in the strictest regard and uses a reasonable degree of care to prevent disclosure to others.
- These primary responsibilities reflect management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**Qualifications**

- Minimum of 5 years of general construction and/or rough/finish carpentry experience.
- High school diploma or equivalent
- Familiar with a variety of the construction field's concepts, practices, and procedures.
- Relies on experience and judgment to plan and accomplish goals.
- Obtains safety certifications, including OSHA, First Aid and CPR.
- Ability to coordinate multiple projects, priorities and deadlines while paying close attention to detail.
- Must be able to stand at least 7 hours per day. Lift and carry 1-10 lbs. continuously, 10-20 lbs. frequently, 21-50 lbs. occasionally, 51-100 lbs. occasionally.
- Must be able to Push/Pull frequently, Climb/balance occasionally, Stoop/squat/kneel frequently, Bend frequently, reach above shoulders occasionally, Grasp objects continuously and Manipulate objects continuously.
- Environmental requirements include ability to operate power and hand tools, work in changing temperatures/outdoor elements and work with fumes and chemicals.

*This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required.*

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_