

## Superintendent

### Classification

Exempt

### Reports to

Operations Manager

## JOB DESCRIPTION

### Summary/Objective

As a Superintendent you will work in conjunction with the Project Manager to coordinate all site construction activities and supervise all field personnel, as required to successfully complete the project on schedule and within budget. This includes maintaining the highest quality, supervising all trade and field personnel, while administering good construction safety practices with all on-site activities. *Ultimately the Superintendent is responsible for ensuring that every facet of the project is completed safely and efficiently.*

The Superintendent is the Company's representative who is assigned the responsibility and authority for the daily coordination and direction of the project so that it is safe, within budget, on-schedule, to the Company's quality standards, and also to the customer's satisfaction.

The Superintendent is responsible for all the job coordination of workers, subcontractors, suppliers, etc. To accomplish this, he/she must conceptualize a plan of how to construct the project and must ensure that the daily and weekly activities are consistent with this plan.

The Project Manager and Superintendent will work as a complementary team where the sum of their efforts is greater than their individual efforts.

### Essential Duties and Responsibilities

Following is a list of primary tasks of the Superintendent. Some of these may be delegated to jobsite personnel; however the Superintendent holds the ultimate responsibility:

#### Preconstruction

1. Thoroughly review and understand the project plans and specifications.
2. Thoroughly review all contracts and purchase orders.
3. Attend and participate in project turn-over meeting.
4. Job planning:
  - a. Create material handling and site utilization plan.
  - b. Prepare Storm Water Pollution Prevention Plan (SWPPP).
  - c. Review long lead time items and create hot list submittal items.
  - d. Post any addenda.
  - e. Conduct preconstruction visits.
  - f. Determine and secure job office location.
  - g. Develop utility power plans.
  - h. Secure and schedule sanitary facilities and waste management plan.
  - i. Identify list of charge accounts that need to be setup.
  - j. Notify the main office of the project mailing address.
  - k. Identify/set up living accommodations if out of town.
5. Jobsite set-up:

- a. Setup communication (phone, fax, internet).
- b. Setup job trailer with required posters and employment documentation.
- c. Setup staging yards as needed.

#### Mobilization

1. Prepare mobilization schedules
2. Complete specific tasks as assigned in pre-job planning sessions

#### Construction

1. Safety
  - a. Safety planning is to be included in all pre-job planning and should be considered foremost in the daily operations. All project, government and company safety regulations and requirements shall be enforced by the Superintendent.
  - b. Establish WCC safety culture on the project.
2. Quality
  - a. The Superintendent is responsible for all quality control on the project for both WCC and our subcontractors. Any repetitive quality issues with a subcontractor or vendor shall be called to the upper management's attention. WCC has a policy that we will provide high quality work and that a high quality standard be maintained on all projects.
  - b. Layout project
  - c. Review submittals to ensure proper installation and field verify dimensions
3. Job Planning
  - a. Development and implementation of the pre-job plan
  - b. Make course corrections to the plan as required and communicate to all project members
  - c. Create material handling and site utilization plans and update as needed throughout construction.
4. Scheduling
  - a. Participate in the project scheduling to the extent necessary to ensure that it is "your schedule" and complies with the job plan.
  - b. Prepare and update 3 week look-ahead schedules weekly
5. Costs
  - a. Know and understand the budget for each element of the work
  - b. Study labor reports and project costs carefully to determine areas needing special attention and initiate changes and procedures to bring costs back into budget.
  - c. Keep track of changed conditions and change orders

#### **Essential Functions**

Job Responsibilities include, but are not limited to:

1. You are expected to lead with a positive attitude toward policies pertaining to safety, and regularly work to foster a safe work environment.
2. You are responsible for all aspects of safety on the job site including but not limited to safety incidents, safety equipment, and safety precautions.

3. You must review, understand, and implement construction project documents such as contracts, plans, specifications, drawings, job layout, as-builts and quantity books sufficient to perform the responsibilities of this position.
4. Your responsibility on the job site includes but is not limited to; assisting in the determination of manpower and equipment needs, project scheduling, personnel hiring, equipment maintenance, tool and material requirements and managing subcontractors.
5. You will assist with time cards and record keeping - timely and accurately maintaining and completing quantity records and time cards.
6. You are responsible for accurately maintaining and keeping current all construction documents (change orders, schedules, purchase orders, RFI's, submittals, daily dairies and quantity books.
7. You will perform other tasks assigned by the Project Manager or other Operations Management (other duties as assigned).
8. You will drive a motor vehicle safely to visit job sites, attend meetings, travel as necessary, and otherwise perform the responsibilities of the position.

### **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.

### **Required Education and Experience**

1. Bachelor's degree in civil engineering and/or five years of construction supervisory experience preferred. Must have direct experience and knowledge of structural concrete, earthwork and underground utility installation.
2. Must be able to read blue prints, construction contracts, subcontracts and other construction documents, plans and specifications.
3. Ability to initiate and maintain business relationships – including working effectively with owners, engineers, co-workers, subcontractors, suppliers, and the public.
4. Must be able to travel to and live in the area of remote construction project locations as may be required for whatever periods of time as are necessary to complete such projects.
5. Must have proven leadership and motivational skills and have the ability to get the most out of your people.

### **Eligibility Qualifications**

1. Thorough knowledge of industry standard means and methods, materials, and equipment.
2. Knowledge of field safety.

3. Skill and knowledge in operating equipment such as excavators, front end loaders, motor graders, backhoes, etc. commonly used in dirt work.
4. Ability to participate in and supervise workers operating light, heavy, and special motorized equipment.
5. Ability to supervise construction projects from general plans and instructions given and to determine the proper amounts of labor, materials, tools, and equipment needed.
6. Ability to make minor repairs and adjustments to equipment operated.
7. Ability to read engineering plans and blueprints.
8. Ability to communicate effectively verbally with supervisor and crew.
9. Flexibility: Ability to work in a number of diverse locations is pertinent, as work locations may change daily.
10. Expected Hours: Hours will vary by job, location and season. Working a night shift may be required.

#### **Other Qualifications**

May be subject to drug testing, medical exams and physical abilities testing.

#### **Competencies**

1. Organization: Utilizes strong organizational skills.
2. Communication: Displays strong written and oral communication skills and employs effective listening skills.
3. Problem Solving: Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs.
4. Interpersonal Skills: Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities.

#### **Computer Skills**

1. To perform this job successfully, an individual must be able to use keyboards accurately and have proficient use of PC and Microsoft Office Suite.
2. You must become familiar with the estimating, project management and scheduling software used by the company.

#### **Physical Demands**

1. The Superintendent, while performing the essential functions of this job, is occasionally required to stand, walk, use hands and handle, or feel, reach with hands and arms, lift above their head, and talk or hear.
2. The Superintendent is occasionally required to kneel, crouch or stoop, climb ladders, bend at the waist, squat, and crawl in tight or confined spaces to perform the essential functions.

3. The Superintendent will occasionally lift, move or push up to 75 pounds.
4. Ascending and descending ladders or stairs is required, and movement on uneven terrain is frequently required to carry out essential duties.

**Certificates, Licenses, Registrations**

Must have a valid driver's license and motor vehicle history record that meet company insurance requirements. Class A CDL preferred. OSHA 30 hour within 30 days of hire.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and vibration.
2. The employee is occasionally exposed to a variety of extreme conditions at construction job sites.
3. The noise level in the work environment and job sites is usually loud.

**Supervisory Responsibility**

1. Directly supervises multiple employees and consultants involved in project.
2. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
3. Responsibilities include participating in interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Position Type/Expected Hours of Work**

This is a full-time position and typical work hours and days may fluctuate depending on the specific project requirements.

**Travel**

Travel expected for this position includes travel to construction job sites as assigned.

**EEO Statement**

Williams Civil Construction is an equal opportunity employer.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position of Superintendent.

Employee \_\_\_\_\_ Date \_\_\_\_\_