

<b>Job Title:</b>	Assistant Superintendent	<b>Reports To:</b>	Superintendent / Director or Manager of Field Operations
<b>Division:</b>		<b>FLSA Classification:</b>	Exempt
<b>Department:</b>	Field Operations	<b>Salary Grade:</b>	2F

### Position Purpose

To ensure that goals or objectives of a project are accomplished within the prescribed time frame and funding parameters; this position will provide field assistance to facilitate the planning and coordinating of activities for a designated project.

### Essential Functions and Responsibilities

#### Construction Knowledge

- Understands how to read and interpret drawings and specifications.
- Understands sequence of materials put in place and assists with ensuring compliance.
- Responsible for verifying accurate layout of the project including building location and dimensions, site utilities, and other physical improvements.
- Monitors all existing utilities to ensure continued operations.
- Utilizes contract documents, approved submittals, and job schedule to provide answers to field problems.
- Maintains all field record books in legible condition and turns them over to superintendent at project completion.
- Understands the application of field engineering controls as it relates to the building process.
- Knowledge of subcontractor scope of work and ensures compliance to contract.
- Schedules and coordinates daily subcontractor activities.
- Ensures subcontractors are using current revision of contract documents and shop drawings.
- Understands permit and inspection process for type of project.

#### Quality

- Assists superintendent with development and implementation of project quality plans.
- Maintains records in Prolog Mobile as per company Standard Operating Procedures
- Follows and logs conformance to developed quality plans.
- Monitors and manages deficiencies to quality plans and works to completion.
- Manages punch list to completion.
- Understands and monitors testing and inspection process; maintains positive a relationship with those agencies.
- Identifies accuracy of subcontractor work.

#### Safety

- Inspects site daily for conformance to safety standard and takes measures to maintain.
- Performs required safety audits.
- Understands and practices safety culture.
- Can perform start-up orientations for subcontractor employees; can sort and record TSTI.
- Maintains records as per company safety policies and procedures.

### **Leadership & Organization**

- Responsible for accurately verifying established control and in some cases, establishing and maintaining all physical site dimensions and controls.
- Understands and can work with start-up, RFI, and submittal process (Prolog).
- Understands roles and responsibilities of all team members and organization.
- Is a team player and works within staff structure and organizational chart.
- Leads area and works with an overall team understanding role within the project organization.
- Assists with administration and control of the work/subcontractors.
- Understands how to prioritize and has strong individual time management skills.
- Can manage the closeout process.

### **Schedule Management**

- Understands, develops, and monitors short term schedules.
- Responsible for ensuring field engineering is completed to support project schedule.
- Monitors and expedites materials and long lead items in conjunction with project team.
- Understands and assists superintendent in managing conformance to the overall project schedule.
- Has a basic understanding of schedule software and can navigate such.

### **Project Planning**

- Responsible for verifying all benchmarks property lines and corners provided by independent surveyor.
- Ensures subcontractors are using current version of contract documents and shop drawings.
- Identifies accuracy of subcontractor work.
- Assists in the arranging of site office/project utilities (water, sewer, power, telephones, etc.).
- Assists in administering the job logistics planning
- Anticipates problems and takes necessary corrective measures.

### **Risk Management & Problem Solving**

- Identifies and documents potential problems and notifies the project team.
- Maintains complete and accurate daily reports.
- Understands terms and conditions of Doster Construction Company contract forms.
- Verifies that insurance certificates, bonds, licenses, and other documentation are in Doster Construction Company files prior to subcontractor starting work.
- Identifies and documents risks to avoid them (delays, back charges, etc.).
- Assists team members and subcontractors in solving their problems.
- Recognizes problems early and moves quickly to keep the problems small.
- Ability to differentiate and communicate between subcontract scope and scope changes.

### Finance

- Knowledgeable of standard chart of accounts.
- Understands processes of payroll, time sheets, labor cost reports, invoice processing, and employee expense reports.
- Knowledgeable of labor cost reports, invoice reports, and monthly detail cost ledger.
- Assists superintendent to manage project costs and ensure profitability.
- Assists superintendent in the development of budget for general conditions and direct material/labor.
- Assists superintendent with monthly pay application process and the monthly cost analysis.

### Preconstruction/Estimating

- Contacts subcontractors and suppliers for bid solicitation.
- Works with project manager or superintendent to prepare price evaluation of minor purchases.
- Understands basic costs for small purchases.

### Sales/Client Development

- Understands the importance of client relations for future sales.

### Technology

- Understands basic computer and technology skills.
- Understanding of BIM and its benefits to the project.
- Competent in software packages used.
- Strives to understand new technologies to improve processes.

## Qualifications & Requirements

### Education / Certification

Related education and/or experience; 1<sup>st</sup> Aid/CPR; OSHA course completion card

### Recommended Work Experience

0 to 7 years

### Recommended Knowledge, Skills, and Abilities

Knowledge of computer programs such as Microsoft Office; Knowledge of industry trends and innovations; Skilled in communication, organization, teamwork, accuracy, attention to detail, time management, craft knowledge, interpretation of contract documents, layout and assistance of others; Able to adapt to changing situations.

### **Physical Demands**

Prolonged standing, sitting, walking, climbing, balancing, bending, stooping, kneeling, crouching, crawling, reaching (with arms and hands), handling, talking, hearing, depth perception, lifting, strength, vision (close, peripheral, depth, ability to adjust focus), and lifting/moving up to 100 pounds.

### **Working Conditions**

Considerable local and non-local travel required; Work with a group and/or team; Frequent conflict situations may be present; Work after normal business hours; Potential hazardous work; Possible erratic weather conditions.

### **Performance Measurements**

- Annual Performance Review
- Regular Project Updates
- Monthly Job Cost Reporting
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys