

<b>Job Title:</b>	Superintendent	<b>Reports To:</b>	Vice President of Field Operations, Director of Field Operations, Manager of Field Operations, General Superintendent, or Senior Superintendent
<b>Division:</b>		<b>FLSA Classification:</b>	Exempt
<b>Department:</b>	Field Operations	<b>Salary Grade:</b>	3F

**Position Purpose**

Provide overall field coordination of designated project(s) to ensure that project(s) are delivered within budget and schedule while building and maintaining a lasting relationship with clients, design team professionals, and subcontractors.

**Essential Functions and Responsibilities****Construction Knowledge**

- Working understanding of HVAC and electrical systems.
- Working understanding of DDC building automation systems.
- Has relevant certifications for work being performed.
- Understands or is certified to comply with storm water management laws and regulations.
- Understands the operation and function of complex MEP system.
- Ensures proper field engineering on project.
- Reviews and ensures that work is being done by subcontractors per Construction documents, Subcontract, and industry standards.
- Reviews shop drawings for scope and constructability.
- Solves scope of work problems with subcontractors in conjunction with project management.
- Solid knowledge of all project drawings specification (including RFIs and submittals), and ensures compliance of all work with the contract documents.
- Monitors daily subcontractor activities for reasonableness and compliance.
- Solid knowledge of construction needed for the project.
- Provide technical assistance to the team and subcontractors.
- Develops and executes the plan for punch list completion; monitors and coordinates all work to accomplish and the required inspection process to document completion.
- Can resolve scope of work issues on the project, including with and between subcontractors.
- Can effectively work with subcontractors to assist them in their trade of work.
- Develops creative solutions for construction methods and sequences to resolve field problems.
- Possesses a solid knowledge of all contract documents including owner contract, correspondence, and other related material.

- Ensures occupancy and inspection processes are completed as necessary.

**Quality**

- Regularly reviews the quality and progress of the work in the field; ensures any deficiencies are corrected to completion.
- Has the ability to convey the project quality expectations to the project team and subcontractors.
- Responsible for punch list for area; coordinates and administers punch lists of project.
- Ensures compliance with all testing and inspections; corrects deficiencies.
- Develops acceptable standards early in the process for definable scope.
- Ensures project punch list is completed to satisfaction and on schedule.
- Experienced in type of project and can facilitate agreements on quality acceptable standards; ensures overall compliance and takes any measures necessary.
- Manages testing and inspection process and ensures relationships with agencies are positive.
- Leads development and implementation of project quality plans.

**Safety**

- Working knowledge of building life safety codes.
- Minimum of 30 hour OSHA.
- Review of safety data— review safety audits for items listed that have been corrected and collect weekly data needed for weekly score card and route to appropriate party.
- Conducts safety stand downs as needed.
- Works with Corporate Safety Director or project specific Safety Manager to develop site specific safety plan.
- Leader of safety culture; ensures proper safety behavior and takes measures as needed for entire project.
- Leads pre-project start-up meetings in which safety binder is reviewed with subcontractor; reviews all safety submittals to ensure completeness prior to beginning work.
- Leads as required accident or incident investigation; leads meeting with subcontractor, reviews results of investigation, and creates a prevention path going forward to ensure there is not a repeat.
- Ensures, with the help of Corporate Safety Director or project specific Safety Manager, that project safety plan is established and monitored; able to correct measures if needed.
- Able to course correct safety plan with Corporate Safety Director or project specific Safety Manager if necessary.
- Ensures the basic safety requirements of the project are reviewed during subcontractor procurement process.

**Leadership & Organization**

- Can manage and control workflow and subcontractors; understands the concept of workflow scheduling.
- Establishes and manages the plan for administration and control of the entire project.
- Anticipates and directs the efficient flow of work to satisfy the project commitments.
- Leads pre-start scope meetings with all subcontractors prior to starting work.
- Develops agendas, keeps meeting minutes, and Leads subcontractor scheduling, coordination, safety, project meetings, and documents; participates in OAC meetings as needed.

- Is the construction field leader, promotes teamwork, and takes ownership of the overall job culture, and moral within the staff and across all trades.
- Performs all jobsites document controls including daily reports, QA/QC, Schedule updates, payroll, quantity reporting, accident and incident reports, timesheets, RFIs and field issues or changes, and any other site activity; keeps daily reports and required documentation per Doster Construction Company Standard Operating Procedures.
- Can manage a multi-superintendent team; effective with communication to staff superintendent support and project management staff.
- Interviews and hires labor as required by project and per Doster Construction Standard Operating procedures.
- Develops organization and responsibilities of project field team.

### **Schedule Management**

- Seeks subcontractors input to develop workable schedule durations.
- Understands the impact of schedule delays on the owner (with respect to equipment deliveries, move in dates, etc.).
- Records historical data for future use related to schedule and logistics.
- Expedites all work to schedule and adjusts sequencing or durations as needed.
- Develops and manages conformance to the overall project schedule; implements schedule and leads overall project.
- Working knowledge and understanding of workflow and schedule with thorough understanding of CPM mechanics and impacts.
- Can communicate effectively all schedule needs to staff and subcontractors.
- Monitors schedule; provides a minimum of weekly updates in collaboration with project management.
- Identifies long lead items that need to be monitored and expedited to ensure on-time work starts.
- Can prepare basic project schedule for small projects.
- Can identify and capture project impacts encountered; works with project manager to insert fragnets (related to delays) into the schedule.
- Able to schedule own project and works with team (scheduler, lead superintendent, project manager) if necessary.
- Creative ability to overcome obstacles and regain time if needed by re-sequencing, logic, or duration adjustments; can course correct as needed; proactively seeks to better schedule or anticipate impacts and overcome.

### **Project Planning**

- Arranges for site office/project utilities (water, sewer, power, telephones, etc.).
- Develops and administers the job logistics planning.
- Understands permits required and occupancy process.
- Works with senior superintendent to obtain necessary project permits; obtains and ensures all permits are in place.
- Coordinates and administers punch lists of project.
- Establishes all inspection authorities and requirements for each.

- Ensures project site logistics and temporary facilities plan is followed.
- Establishes occupancy procedures and maintains positive relationship with permit and occupancy agencies.
- Mentors team members on all aspects of project planning.

**Risk Management & Problem Solving**

- Understands the procedures, processes, and requirements for project types of insurance and bonding.
- Demonstrates ability to come up with creative solutions for project challenges.
- Works within the extra work process as defined on the project for time tickets, extra work orders, and change orders.
- Able to resolve issues and disputes between subcontractors regarding scope of work differences or scheduling that impact project time or money.
- Assists project manager with buyout scope and interviewing of subcontractors.
- Works with project manager to resolve any issues of cost for extra work, time tickets, or change orders.
- Assists project managers in presenting pricing changes to architect/owner/client.
- Assists project manager in the development of the project buyout plan; helps ensure proper subcontractor selection.
- Performs a qualitative review of all contract documents for potential conflicts or interpretation issues to mitigate risk, document, and issue RFIs as required.
- Estimates impact of change orders on general conditions.
- Able to mitigate or circumvent issues on the job that could impact time or money, and can lead subcontractors to resolution with win-win results.
- Assists project manager in development of project buyout plan; helps ensure proper contractor selection.

**Finance**

- Knowledge of the budget for general conditions and direct material/labor.
- Assists the project manager in the development, management, and communication of budget for general conditions and direct material/labor.
- Assists project manager with monthly pay application process.
- Ensures and verifies daily documentation of field work orders/changes.
- Reviews code, approves subcontractor and vendor invoices, and pays applications.
- Participates with project management in the issuance and accuracy of monthly progress reports.
- Manages and controls project costs within the assigned budget including general conditions in coordination with project management.
- Monitors weekly labor costs against budget and reviews with project management as required.
- Monitors equipment rentals, tools, and expendables per control logs and monitors those costs, reviewing with project management against budget as needed.

**Preconstruction/Estimating**

- Ability to provide cost estimate for simple logistic work.
- Can prepare bid list and contact bidders for small purchases.
- Can prepare reasonable estimate of hourly staff needed.

### **Sales/Client Development**

- Maintains existing client contacts on a regular basis; works to develop new customer contacts.
- Assists marketing with project information for future pursuits and awards.
- Conducts and presents self in professional manner at all times.
- Participates in project presentations when requested.
- Takes speech works training.

### **Technology**

- Working knowledge of scheduling software.
- Maintains accurate archives of project documents and correspondence; archives readily accessible and searchable.

## **Qualifications & Requirements**

### **Education / Certification**

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

### **Recommended Work Experience**

5 to 20 years

### **Recommended Knowledge, Skills, and Abilities**

Knowledge of computer programs such as Microsoft Office and scheduling software; Knowledge of industry trends and innovations; Highly skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, craft knowledge, interpretation of contract documents, management of others, layout, conflict resolution, and assistance of others.

### **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
<ul style="list-style-type: none"><li>• Annual Performance Review</li><li>• Regular Project Updates</li><li>• Monthly Job Cost Reporting</li><li>• Internal and External Client/Customer Feedback</li><li>• Possible peer and/or 360 degree surveys</li></ul>