



JOB DESCRIPTION

POSITION TITLE:	Project Superintendent	DEPARTMENT:	Operations
LOCATION:	TBD	REPORTS TO:	Project Manager
FLSA STATUS:	Salaried, exempt	PREPARED DATE:	June 29, 2018

General Purpose:

The purpose of this position is to plan and execute work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays. Study specifications to plan procedures for construction, coordination of subcontractors, material deliveries, quality assurance, enforcement of safety procedures, management and preparation of all documentation required by contract specifications, preside over weekly project meeting, and act as liaison between the customer and the home office.

Essential Duties and Responsibilities:

- Actively study specifications to plan procedures for construction on basis of starting and completion times, and staffing requirements for each phase of construction based on knowledge of available tools and equipment and various building methods.
- Plan and supervise craft activities and/or employees, including determining method of construction, manpower levels, material quantities, equipment, temporary power sources, work schedule, and documenting actual hours worked. Maintain a daily construction journal, prepare daily construction report for owner and contractor, review and collect daily construction reports from subcontractors, etc.
- Coordination of supervisory, clerical, engineering, and other workers.
- Review procurement of tools and materials to be delivered at specified times to conform to work schedules.
- Confers with and direct supervisory personnel and subcontractors to resolve complaints and grievances.
- Confers with supervisory, engineering personnel, inspectors and suppliers of tools and materials to resolve construction problems, and to improve construction methods. Maintain liaison with estimating and project manager, if any, to ensure work complies with drawings, specifications, and schedules.
- Inspects work-in-progress to ensure that work conforms to the specifications and that construction schedules are adhered to.
- Prepares, or receives from subcontractors, reports of progress, material used and cost, and adjust work schedules as indicated by reports.
- Assist in the maintenance of a safe job site, monitor compliance with project safety program requirements; document and ensure corrective measures are implemented.
- Assist with delivering an “outstanding” project to the customer.
- Perform additional assignments per supervisor’s request and direction.

Supervisory Responsibilities:

This position is indirectly responsible for the overall supervision of Assistance Superintendents, if any, Foreman and Laborers.

Qualification Requirements:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Years of Experience: 5 years or equivalent of project supervision and technical training and 5 or more years of trade experience.

Advanced knowledge of all trade disciplines, building techniques, project safety requirements, plus ability to interpret plans and specifications, CPM scheduling techniques, and reporting systems.

Knowledge of government building contracts for State, Municipal, and Federal governments.

Knowledge of computer programs including Primavera, Prolog, and Microsoft Office

Good written and oral communication skills

Good time management skills

Good organizational skills

Ability to work with computers and the necessary software typically used by the department

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be required to lift up to 50 pounds. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, operating hand operated office equipment and requires accurate visual ability. Driving may be required – must have valid driver's license for three or more years with no more than one moving violation.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work environment is an active construction site. Incumbent will work both indoors and outdoors. Moderate to high noise level due to traffic, computers, printers, fax/copy machines. Some travel required.

I have read and understand the essential requirements of this Job Description and have addressed any concerns or questions with the Executive Assistant. I understand that this Job Description may not cover all the duties and responsibilities I may be required to perform in my position. I also understand that this Job Description does not create an employment contract, implied or otherwise, and that Straub Construction, Inc. is an at will employer.

Employee (Printed)

Date

Supervisor

Date

Human Resources

Date