

POSITION:

Senior Superintendents / Superintendents

ROLE SUMMARY:

Accountable for the successful Field Operations of a single project or multiple projects

Reports: Directly to the VP of Operations

Positions Managed: Assistant Superintendent, General Foreman, Labor Foreman

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Responsibilities:

- o Coordinate and Supervise the field construction of a project including its planning, organization, safety, quality and scheduling
- o Work in partnership with the Project Manager(s)
- o Know the Contract Documents
- o Know Contract Schedule and Milestone dates
- o Ensure work is compliant with contract documents
- o Develop on-site plans and procedures for all field operations
- o Manage General Conditions manpower within project budget
- o Coordinate and monitor the delivery of materials to the site
- o Establish and maintain good safety and security practices for the entire project
- o Interact and work directly with the Owner
- o Interact and work directly with the Architect and their consultants
- o Possesses safety training and/or certifications in OSHA –30-hour outreach courses, competent person level training in excavation, fall protection, scaffold or other safety training
- o Have good working knowledge of equipment, plans, details, specifications, contract requirements, submittals, and shop drawings
- o Communicates well and cooperatively works with all coworkers to promote an environment of teamwork and accountability
- o Coordinates punch list activities and project closeout
- o Arrange for temporary facilities/utilities for the site
- o Maintaining field records in Procure of Daily Report, Notes, Photos, Incidents, Deliveries, Observations, etc.
- o Verify Submittals and details of work are being followed
- o Coordinate Cleanup and trash removal
- o Logistical coordination
- o Track C3 time and material used on the project
- o Other duties as assigned

Pre-Job Start Responsibilities:

- o Work with Project manager to complete PROJECT PLAN AND CHECKLIST, or if already complete, Review and Approve the PLAN
- o Review and learn: Contract, Schedule, Plans and Specifications, Contact List, Scopes

Daily Responsibilities:

- o Unlock job site
- o Walk the project looking for Safety violations, QC and job progress
- o Track in Procore Daily Log progress of activities progress based on Schedule / 3-week Look-Ahead
- o Coordinate subcontractor workflow based on 3-week Look-Ahead
- o Contact off-site subcontractors to verify delivery and mobilization dates
- o Manage C3 field labor and timesheets in Keystyles
- o Schedule deliveries of equipment and material
- o Coordinate as required Inspections with Building Officials
- o Coordinate as required the activities of 3rd party inspection agencies
- o Contact PM with concerns and issues
- o Review submittals associated with upcoming activities
- o Submit RFIs to PM for review and processing
- o Update field records in Procore of Notes, Photos, Incidents, Deliveries, Observations, etc.
- o Secure project site at end of work day

Weekly Responsibilities:

- o Submit payroll
- o Conduct subcontractor foreman meetings
- o Attend job meetings - sub meetings - client meetings - Superintendent meetings
- o Coordinate three week look ahead with Scheduler (consistent with project Milestones)
- o Perform Safety toolbox talks
- o Budget review of general conditions
- o Perform weekly safety audit
- o Check schedule with upcoming weather events
- o Check deliveries conflicts on a tight job

Monthly Responsibilities:

- o Perform Monthly Safety Audit
- o Review project Schedule and provide Milestone and activity updates with PM/Scheduler for Schedule Updates
- o Work with PM to submit Monthly Project Update form
- o Attend company internal project review meetings