Project Superintendent

Field
Department
Non-exempt
FLSASStatus

General Superintendent
Immediate Supervisor

Job Summary:
• The Project Superintendent is the Company's representative assigned the responsibility and authority for daily coordination, directing and controlling of the project so that it's safe, on schedule, within budget, meets the Company's quality standards, and exceeds the customer's expectations. To accomplish this, the Project Superintendent must conceptualize a plan on how the team is going to construct the project and must insure that the daily and weekly activities are consistent with this plan.

Essential Functions:
Management:
• Interpret specifications, blueprints, submittals, shop drawings, and job orders as needed for area of supervision.
• Have a working knowledge of computers and software programs including but not limited to Microsoft Excel, Microsoft Word, P-3 Scheduling, SureTrak Scheduling, Procore Project Management System and the Internet.
• Delegate the activities of all carpenters, laborers, and sub-contractors.
• Communicate company policies to subcontractors, suppliers, architects, engineers, and owner.
• Communicate production goals daily.
• Ability to work with co-workers and subcontractors.
• Treat co-workers, subcontractors and owners professionally and ethically.
• Inspect work performed to insure conformance with drawings, specifications, uniform-building codes, ADA codes, local ordinances, all safety regulation, policies and procedures and meeting the highest standard of quality.
• Fill out and maintain as needed daily: Timecards, Daily Reports.
• Fill out and maintain as needed: Injury Reports, Incident & Accident Reports.
• Analyze and resolve work problems
• Order and receive materials and properly inspected for quantity and quality.
• Overall quality control on the project for both the Company and the subcontractors.
• Understand the EPA / SWPPP requirements for the jobsite making sure they are met and maintained.
• Understand the proper use of concrete add mixtures. (Review of approved mix designs)
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• Review vendor submittals and shop drawings.
• Ensures that as-built information is recorded for the preparation of as-built drawings on a daily basis or as changes to the contract documents occur.
Marketing:
- Ability to work with owner, architect maintaining working relationships and future project opportunities.
- Maintain a commitment to the company's vision and spirit.
- Promote the company's vision and spirit.

Financial:
- Provide cost estimate information for fieldwork orders.
- Order materials and optimize material usage.
- Study monthly total job reports carefully to determine areas needing special attention and initiate changes and procedures to bring costs back into budget. (Modify subcontracts).

Planning:
- Build and update P3 and SureTrak construction schedules.
- Establish and adjust work sequences to meet construction schedule, using knowledge of capacities of equipment and assigned personnel.
- Study schedules for completion of job.
- Communicate the weekly schedule updates to the project manager, subcontractors, suppliers, architects, engineers and owners.
- Develop 2 week look ahead schedules for use in planning and coordinating trades and recording progress against project level schedules.

Training:
- Train and mentor employees, if applicable.
- Have the ability to develop Assistant Superintendents, Engineers, Foremen and Craftsmen.

Safety:
- Fill out and maintain weekly: Safety Toolbox Talks.
- Communicate company safety regulations policies and procedures to workers, jobsite visitors and enforce requirements.
- Perform daily walk-around inspections looking for safety compliance and making corrections as necessary.
- The ability to meet the above duties will be based on the standards and guidelines set forth by LLR Construction. The inability to perform the above duties will result in position and/or wage demotion and possible dismissal.

Additional Responsibilities:
- Assist the Project Manager with cost estimates for change orders.
- Should have the ability to substitute and conduct for the Project Manager at any and all meetings with owners, architects, engineers and subcontractors, including taking documentation of the same.
- Assist in preparation of work packages and work scopes for the preparation of requisitions for subcontracted services.
Minimum Qualifications:

1) Current and valid drivers' license in the state of permanent residence (must meet LLR’s automobile insurance carrier requirements in order to drive an LLR vehicle).

2) Must pass required LLR Construction drug screen and agree to random drug screens.

3) Proof of current completion of a general course recognized by LLR Construction in "Hazardous Substances - Recognition and Protection", First Aid, CPR, Blood Borne Pathogens and the OSHA 10 hour class, Competent Person Training (Frame Scaffolds, Rolling Towers, Tube & Clamp Systems, Fall Protection / Ladders) if applicable. (Or must attend next available class.)

4) Willingness to attend safety meetings and receive required training on employee's own time. Continuing education is required.

5) Ability to follow set procedures and standards as well as compare and recognize differences in size, shape and form of lines, figures and objects. Picture objects from drawings or diagrams, rate information using standards that can be measured or checked, calculate amounts of concrete required for each job and work within precise limits or standards of accuracy.

6) Ability to work out of town and varying hours as required, evenings or weekends.

7) Ability to work in a variety of environments which will include working outside in extreme weather conditions and noise levels.

9) Experience in developing and implementing pre-job plans. And be able to make course corrections to the plan as required.

10) Ability to work with and manage personnel and place them accordingly to their talents.

11) Develop detailing and special construction methods for job efficiency.

Personal Development:

Accountabilities:
- This position is supervised by the General Superintendent.
- This position supervises all crews and subcontractors.

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidentals or similar duties which may be required from day to day as requested by any supervisor.

I have read and reviewed the above statements. I am capable of performing and willing to meet the essential functions and the qualifications of the job.
I understand and agree that the misrepresentation of any of the above requirements will be sufficient reason for LLR Construction to deny me employment. I also understand and agree that should I become employed by LLR Construction, and it is later discovered that I have misrepresented any of the above requirements, LLR Construction may immediately terminate my employment upon discovery of such misrepresentation.

Applicant Name (Please Print)

Applicant Signature

Date