



Job Description

Job Title: Project Superintendent
Department: Construction
Reports To: VP of Construction/Project Manager
FLSA Status: Exempt
Physical Strength: Moderate

Prepared By: Xenium
Prepared Date: September 2017
Approved By:
Approved Date:

SUMMARY

The Project Superintendent is responsible for coordinating Subcontractors, managing the construction work, safety procedures, and scheduling of projects by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Schedules construction projects from start to finish in Microsoft Project, monitoring progress as needed.
2. Conducts safety meetings and documents accordingly; ensures all OSHA standards are met on the job site, correcting any issues as needed
3. Schedules subcontractors in a timely and orderly fashion to meet project deadlines.

JOB DUTIES

- Leads and manages small to mid-sized projects.
- Communicates daily with office personnel providing detailed daily reports of who was on the job, what work was performed, and notable activities and project progress photos.
- Manages a rotating three-week schedule for projects, sends updates weekly.
- Cultivates positive relationships with both the clients and the subcontractors.
- Manages quality control aspects of projects; sets the expectation of the level of work to be expected and dictates corrections for work that is below the expectation
- Tracks expenses in daily reports and submits all receipts to Accounting Manager.
- Provides on-site coordination of daily logistics on all construction projects within assigned revenue, including job site workers, timelines and deadlines of installments, and which contractors are leading the projects.
- Covers the essential duties of the Project Coordinator in cases of absence.
- Adapts to changing plans and schedules.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.



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- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with customers and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

Manages a varying number of subcontractors that work on the job sites. Job requires overseeing of project progress, but will not require supervisory duties.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the nature of this field position, employees are frequently expected to work independently, which involves making key decisions on behalf of the main office on a regular basis. Employees are to keep the main office notified as decisions are made and use professional judgement on delegating decisions to other team members.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or ten years to related experience and/or training in Commercial Construction; or equivalent combination of education and experience. Prior experience with high volume project management is strongly preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software. Must have experience with reviewing submittals, managing RFI's and Cost Control analysis.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several definite answers and numbers in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS



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A valid driver's License and an OSHA 10-HR certification is required for this position. An OSHA 30-hour certification is preferred.

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.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and smell.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; fumes or airborne particles and outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

Employee Signature: _____

Employer Representative: _____

Date: _____