Allegheny Construction Specialties

Job Description

**Position Title: Superintendent**

**Reports To: General Superintendent**

**Issue Date: June 12, 2018**

# Job Summary

The Superintendent holds a critical position in the company responsible for supervising projects and field employees including training and safety. The Superintendent works in conjunction with the General Superintendent and Foremen to ensure that field employees are properly trained, safety policies and procedures are current and adhered to, and overall quality standards are met. The Project Superintendent works with our clients/contractors in conjunction with the Project Management (PM) department to ensure that jobs are completed on schedule and within budget.

# Duties and Responsibilities

* Reads and understands drawings to ascertain specific construction details and specifications.
* Reviews jobsite installations to confirm that they meet company standards.
* Reviews jobsite paperwork to confirm it is up to date and accurate.
* Provides a punch list of deficient items to the Project Foreman and Project Manager that must be remedied.
* Provides daily and weekly reports to the General Superintendent and Project Manager to inform them of the quality and accuracy of work completed.
* Assists foreman on jobs as needed, in troubleshooting and problem solving relating to quality and production.
* Presents a Quality Control Report at each Foreman’s Meeting.
* Fills in as Foreman as needed and performs duties as outlined in the Job Description – Foreman.
* Completes a four week look ahead schedule of jobsite visits to be reviewed with General Superintendent.
* Communicates unusual job conditions or circumstances to the Project Manager.
* Ensures that projects are completed on schedule, within budget and in compliance with drawings and customer expectations.
* Ensures that working conditions are safe and secure.
* Ensures that required safety/toolbox meetings are conducted.
* Ensures compliance with OSHA and other regulations.
* Ensures compliance with all company safety policies & procedures on job sites.
* Prepares or supervises the preparation of accident reports, as necessary and reviews with Project Manager.
* Participates in job meetings when required and necessary.
* Ensures all field employees are properly trained for their position
* Manages and supervises all labor not directly related to contract work
* Reviews and approves time sheets prior to submission; ensures that installation quantities (if applicable) are correct.
* Prepares and Reviews Annual Reviews for assigned field employees

# General Duties and Responsibilities

* Maintain friendly, cooperative relations with customers, company personnel and management
* Perform other tasks or assignments as delegated by the General Superintendent
* Demonstrate the ability to tactfully handle difficult situations
* Anticipate problems and provide contingency plans and recommendations
* Organize personal schedule to maximize productivity and time management
* Travel, as needed, to each project as directed by the company
* Follow all company personnel policies and procedures

# Job Impact

The Superintendent plays a critical role in the profitability of the company. Completion of construction projects in a timely, profitable and safe manner allows the company to grow and obtain profit objectives.

### Direct Reports

# Foremen

Field Personnel

Subcontractors

# Job Authority

The Superintendent has the authority to commit the Company to purchase orders for sundry materials and supplies in accordance with Company policy. The Superintendent has the authority (and obligation) to evaluate the performance of Foremen and field employees and adjust the workforce accordingly.

# Qualifications

* Education
	+ High school diploma
* Certifications
	+ 30 hour OSHA Training
	+ CPR, First Aid and Blood born Pathogen Training
* Experience
	+ Required
		- Minimum 7 years of experience as a foreman in a construction environment
		- Computer skills, including work in Office 365, Plangrid, etc.

# Performance Appraisal

The Project Superintendent is evaluated according to the following criteria:

* Assigned projects are completed within the allocated manhours, budget and schedule
* Overall Jobsite Safety Record for assigned projects
* Assigned projects meet or exceed the company standards for quality
* Proper documentation of projects including daily reports, EWAs, emails, and backup documentation
* Customer satisfaction with workmanship and quality

## Employee’s Acknowledgement

I have carefully read and understand the contents of the position description. I understand the responsibilities, requirements, and duties expected of me and further understand that this is not an exhaustive list of responsibilities, skills, duties, requirements, effort, or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the company reserves the right to revise the functions and duties of the position or to increase or decrease the scope of responsibilities of the position when circumstances dictate, as determined by the President.

I also understand that this job description does not constitute a contract of employment nor alters my status as an at-will employee. I understand out of town travel is a requirement of employment and by refusing to travel, I willingly forfeit my unemployment benefit rights. I have the right to terminate my employment at any time for any reason, and the company has a similar right.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee’s Signature |  | Date |