

Position Profile



Job Title: Project Superintendent

Reports to: Chief Operations Officer

Scope

The Project Superintendent role is critical to Anderson Burton's operations and project success. This role is responsible for communicating site rules regarding procedures to employees and enforcing those rules. The Project Superintendent will work directly with the Project Manager and Operations Manager to ensure that all the projects' goals are being implemented by subcontractors and material suppliers. Lastly, the Project Superintendent will ensure that all projects are executed in a manner that exemplifies Anderson Burton's mission, vision, and core values.

Primary Responsibilities

- Principal duty is to properly schedule the work of the crews, equipment, and subcontractors to achieve maximum production in the most efficient manner.
- Ascertain that foremen are well qualified and are efficiently carrying out duties assigned.
- Properly layout a project, making certain that the proper grades are followed, and the structure is accurately located.
- Review the job schedule and cost breakdown, resolving all differences of opinion with Project Manager at the beginning of the job.
- Set up the job office and equipment trailers and see that permits, labor notices, safety rules and regulations, and E.E.O.C. material are posted in a conspicuous place.
- Set up sanitary stations and water coolers in strategic areas.
- See that company and E.E.O.C. policies for employing minorities are compliant.
- See that the safety regulations are followed by company and subcontractor crews. Safety meetings must be adequately attended.
- See that a complete first aid kit and folding cot, if required, are available in case of emergencies.
- Have a thorough knowledge of the plans and specifications for each project assigned.
- Maintain a high standard of safety and act as Site Safety and Health Officer (SSHO) on specified projects as assigned, as part of regular duties.
- Maintain a high standard of Quality Control and act as Quality Control Manager (QCM) on specified projects as assigned, as part of regular duties.
- See that good housekeeping practices are observed and maintained by both Anderson Burton's crews and subcontractors.
- Ascertain that safety barricades are in the proper place and safety lights are operating properly.
- Maintain a good relationship with the Project Manager, seeking his/her assistance in the scheduling of materials, equipment, and subcontractors.
- Keep the progress schedule current, review schedule status, and job costs at least once each month.
- Maintain inventory control over tools and equipment, ascertaining that movable tools are returned to the tool room and all other equipment adequately secured.
- Verify that the project is secured at the end of each workday.
- Assist the foremen with any project issues.
- Make out the Superintendent's daily report each day, emailing it to the office each night, or loading it into the company software programs for storing project files.
- Ensure that all change orders are properly executed and indicated on as-built plans.
- Review attendance each morning and afternoon.
- Forward all receipts, mail, reports, and shipping BOLs to the office each day.

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- Attend pre-construction and construction meetings, taking notes on areas that may present a future problem and discuss with the Project Manager for resolution.
- Assist inspectors on their project reviews.
- Maintain good relationships with inspectors, architects, subcontractors, and other key people connected with the project.
- Complete equipment use reports each day.
- Coordinate maintenance of heavy equipment on the project and supervise effective utilization.
- Attend, on request, all technical meetings for the purpose of discussing job progress and problem areas for resolution.
- Maintain close communication with Project Manager on any unforeseen problems which may develop.
- Assist Project Manager in estimating percent completion of each item for monthly invoicing and of labor for each job cost report.

Requirements

- 4 years of experience in the building trade.
- Educational requirements vary by employer (four-year degree in construction project management or adequate experience.)
- Ability to thoroughly understand and follow plans and specifications in the construction of each project.
- Strong leadership ability.
- Thorough knowledge of construction techniques and the imagination to derive the most efficient method of completing construction processes.
- Foresight to foresee problems before they develop and provide resolution.
- A conscientious attitude towards controlling job costs and adhering to progress schedules.
- Ability to use a transit and level and oversee all aspects of job layout and surveying.
- Ability to communicate our plan and sequence of activities to all subcontractors and material suppliers to effectively implement the company and project goals.
- Minimum requirements include current QCM Certifications, 40 Hour EM385-1-1 Safety Certificate, 30 Hour CAL OSHA Certificate, First Aid & CPR Certifications.

Position Statistics

- All submittal information handled with no mistakes, when providing QCM responsibilities.
- Timely coordination with the Project Manager for pricing and processing for all change orders.
- Maintain all project schedules.
- Coordinate with the Project Manager to code invoices for timely submittal to accounting.
- Coordinate with the Project Manager to complete progress billings for submittal to accounting on time and according to defined process.

Position Type and Pay Range

- Salary: \$83,000.00 - \$115,000.00 per year
- Full time, Exempt

Position Type and Expected Hours of Work

This is a full-time position. This position regularly requires long hours and frequent weekend work.

Travel

This position requires some travel. Frequently travel is outside the local area and overnight.

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**The above duties are not meant to restrict initiative, but rather to define minimum activities. These duties may be altered to suit the needs of the Company by the President.*

Signatures

This job description has been approved by all levels of management:

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____