
Job Description Project Superintendent

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Revision History:

Revision 1.0

Initial release.

This document was migrated from BD0058, Revision 1.1. Modifications: B|D logo removed, confidential statement was made corporate, and 'About This Document' section was made corporate.

Notes to Document Maintainer:

None.

ABOUT THIS DOCUMENT

This is a corporate level document and therefore should be regarded as applying to L.S. Black Constructors, Inc. or any of its affiliates (e.g. Black & Dew, LLC). Therefore, 'The Company' is a general term. If information should be regarded as specific to a particular company it will be caveated accordingly.

1 PURPOSE

- 1.1 The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Project Superintendent of The Company.

2 BASIC FUNCTION

- 2.1 The basic function of the Project Superintendent is effectively supervise all aspects of; the assigned project(s), any project associated subcontractors, and to ensure that all aspects of the project are coordinated and completed in a timely, efficient, effective and profitable manner.

3 REPORTING RELATIONSHIPS

- 3.1 The Project Superintendent reports to, and is accountable to, their appropriate Project Manager for the particular job they are working on.
- 3.2 The following positions report directly to the Superintendent:
 - 3.2.1 Project Assistants (when assigned).

4 JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

4.1 EDUCATION

- 4.1.1 Required: High school diploma or equivalent.
- 4.1.2 Preferred: College degree.

4.2 LICENSING/REGISTRATION/CERTIFICATION

- 4.2.1 Required: Valid Driver's License.
- 4.2.2 Required: Minnesota Construction Supervisor's License.

4.3 EXPERIENCE

4.3.1 Required: Seven or more years of experience in areas of Construction including but not limited to Carpentry, Earthwork, Concrete, Masonry, Mechanical, Delivery and Project Coordination with Engineers, Owners and Project Managers. Five years of experience as a Project Superintendent.

4.3.2 Preferred: Knowledge over all aspects of construction and a willingness to learn other areas not currently familiar.

4.4 SKILLS, KNOWLEDGE, AND ABILITIES

4.4.1 Extensive knowledge of the general construction industry and the sub trades.

4.4.2 Ability to complete projects on budget, on time and on spec.

4.4.3 Ability to understand project cost budget and to manage project to ensure actual costs are less than or equal to the estimated costs.

4.4.4 Ability to schedule workers, subcontractors and suppliers to ensure project stays on schedule.

4.4.5 Ability to supervise construction projects up to \$10,000,000 effectively and efficiently.

4.4.6 Ability to identify, troubleshoot and resolve problems on projects before they become major issues.

4.4.7 Attention to detail.

4.4.8 Ability to handle multiple tasks at the same time.

4.4.9 Ability to meet scheduling deadlines.

4.4.10 Ability to work in stressful situations.

4.4.11 Ability to juggle resources to meet owner deadlines.

4.4.12 Excellent written and verbal communication skills.

4.4.13 Ability to interact with owner representatives in a professional manner.

4.4.14 Ability to juggle resources to meet deadlines.

4.4.15 Ability to interact with management.

5 AUTHORITY

- 5.1 The Superintendent is selected and appointed by the Senior Project Manager and the Project Managers and has been delegated the authority required to successfully accomplish all of the duties and responsibilities of this position.

6 DUTIES AND RESPONSIBILITIES

- 6.1 Manages, supervises and schedules all of The Company's personnel on the project as well as all subcontractors, equipment and materials in a manner that maximizes their effectiveness.
- 6.2 Communicate with The Company personnel and sub-contractors to ensure they understand the work, the planned approach and any problem areas (with a back-up plan).
- 6.3 Continually monitor progress on the project as it relates to schedules, personnel and costs.
- 6.4 Oversees the implementation of The Company Health and Safety Plan to all personnel (The Company employees, Subcontractors, and Visitors).
- 6.5 Reports to the Project Manager on a daily basis, especially when there are any occurrences that can affect the successful completion of the project.
- 6.6 Maintains and updates the three week project forecast to ensure that:
 - 6.6.1 All materials have been ordered and will be delivered on time.
 - 6.6.2 All equipment needed have been requisitioned on a timely basis.
 - 6.6.3 All necessary personnel and equipment have been scheduled.
 - 6.6.4 All sub-contractors have been contacted to confirm schedule.
- 6.7 Review RFI Logs continuously and identify any issues which might affect the project. Communicate with the project manager the issues and the proposed actions to resolve the problem. Ensure that the field RFI log has been entered into Timberline.
- 6.8 Successfully interacts with the Owner's personnel and Resident Project Representative on a daily basis.
- 6.9 Understand all of the contractual obligations of the plans, specifications, addendums and submittals for their project.

- 6.10 Assist the Project Manager in summarizing the monthly payment requisition within the required timeframe to ensure timely billing and payment.
- 6.11 Review weekly job costs to keep the project within budget. Notify Project Manager as soon as a cost overrun is identified. Take appropriate action (in conjunction with the Project Manager) to minimize the costs associated with the overrun.
- 6.12 Must complete and cost code timecards and invoice slips, document additional work and back charges, maintain accurate as-built drawings and complete start-up, installation forms.
- 6.13 Attend a minimum of two days of management training a year.
- 6.14 Comply with all policies and procedures of The Company.

7 MEASURES OF PERFORMANCE

The Project Superintendent of The Company shall be deemed to be performing in an acceptable manner when the following have been accomplished:

- 7.1 All personnel under the Superintendent’s direction are properly trained and understand the objectives of their position.
- 7.2 All projects are finished on schedule, within specifications and on budget.
- 7.3 The project manager has been informed of all project issues in a timely manner.
- 7.4 All RFI’s are followed up and resolved timely.
- 7.5 Jobsite conflicts are resolved and the Project Manager has been notified of any non-productive or unusual circumstances pertaining to field personnel.
- 7.6 Projects are in compliance with the company’s Safety and Health Manual.
- 7.5 The Project Superintendent is in compliance with all The Company Policies and Procedures.

8 Acknowledgment

8.1 I have reviewed and understand the above job description and believe it to be *accurate* and *complete*, and I can successfully fulfill each duty or task. I also agree management retains the right to change this job description at any time.

Employee’s Signature

Date

Immediate Supervisor's Signature

Date