



Superintendent

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Job Title: Superintendent
Supervisor Title: Project Manager
FSLA Status: Exempt
EEOC Class: 01.B – First/Mid Level Officials and Managers

General Summary:

Superintendents are responsible for the scheduling, coordinating and supervising of craft employees and assigned staff. Superintendents may also be responsible for the coordination and support of subcontractor's field operations. Superintendents work under the general guidance and direction of a Project Manager or Construction Manager.

Essential Duties and Responsibilities:

1. Organizing and planning field activities for craft and equipment resources.
2. Oversee work performance and productivity of crafts and subcontractors to ensure project rules, procedures, specifications, safety requirements, etc. are followed.
3. Assist with selection and hiring of project craft personnel.
4. Ensure craft time cards accurately reflect hours and job tasks worked.
5. Advise project management of potential changes (scope and conditions), potential problems, work interferences, schedule difficulties, etc.; assist in circumventing /resolving such problems as required.
6. Assist in planning work schedule, determining manpower levels, material quantities, equipment requirements, etc. at least 2 weeks in advance.
7. Committed to and responsible for Envirocon's Safety Culture & actively involved in project Health and Safety, including:
 - Enforces the site and corporate Health and Safety Plans
 - Works with the site Health and Safety Officer
 - Ability to review project hazards and participate in Job Hazard Analysis
 - Perform pre-task planning
 - Brief craft before assigning new task
 - Participate in incident investigation and reporting
8. Responsible for training and mentoring of operators, laborers, and foreman.
9. Perform additional assignments as directed.

Required Knowledge, Skills, and Abilities:

1. Ability to review and use project schedules to plan and direct field activities.
2. Provide liaison between field engineering and crafts to ensure construction complies with drawings and specifications.
3. Ability to communicate with and lead a team composed of different crafts and subcontractors.
4. Ability to recognize potential changes and other project impacts and assist project management with notices and claims.
5. Has a working knowledge and understanding of project contract, specifications and drawings for assigned activities.
6. Understands the function and intended use of equipment on project and complies with Envirocon's internal equipment policies.
7. Possesses writing skills necessary to document project activities.
8. Ability to effectively communicate with clients and subcontractors and maintain liaison with other departments, i.e., Purchasing, engineering, etc. as required to support, construction schedule.
9. Understands and uses Envirocon's cost control systems to improve job performance.



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- a. Daily Quantity Tracking
- b. Labor and Equipment Reporting
- 10. Understands and Uses Envirocon's SOPs to increase efficiency, minimize risk and improve job performance.
- 11. Demonstrates persistence in performing job duties and demonstrates creativity in solving problems.
- 12. Possesses integrity & honesty toward company and clients.
- 13. Self motivated and possesses desire to develop professionally and personally.
- 14. Ability to train and mentor Foreman and craft labor.
- 15. Superintendents are project site based positions that require the individual to travel and work at job sites as directed from upper management.
- 16. Superintendents must be able to satisfy the DMV driving qualification of Envirocon, and remain a qualified driver.
- 17. Knowledge and understanding of construction scheduling, cost control and ability to control and supervise large groups.

Education and Experience

- 1. Minimum of five years lead or supervisory experience in similar facility construction technology, methods, equipment, tools and work procedures required.
- 2. Minimum of a high school education

Comments:

Typically this is an entry-level operation management position.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to observe project site progress, read reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with co-workers in person or via the telephone.				X
Speaking: Must be able to discuss operational issues with management, vendors, or client via the phone and in person. Must be able to provide direction for site crew in a clear manner.				X
Standing/Walking: Must be able to walk around job site on uneven surfaces.		X		
Climbing/Stooping/Kneeling: May need to kneel or stoop while observing equipment or site progress, must be able to climb into equipment to talk to operator.	X			
Lifting/Pulling/Grasping: Must be able to use hands to demonstrate safety or production concerns, and provide training on tools or equipment.		X		



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Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.			X	
Lifting: May be required to lift or carry material (15-30 lbs) from level.		X		
Squat/Kneel/Crouch: May be required to kneel when viewing equipment or work product.		X		
Twist: Will occur at desk while working on phone, computer, and referencing material.	X			
Work Environment	Job site conditions consisting of an office trailer, shop, and outside working conditions. Works in all weather and under all weather conditions.			

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The statements herein are intended to describe the general nature and level of work being performed by employees, and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

 Job Description Reviewed and Approved By:

 Date

Additional comments: