

Job Title:	Project Superintendent
Reports to:	Project Manager / Vice President of Operations
Department:	Operations

Purpose

Project Superintendent is the primary job site interface with the owner, designer, construction team person. Leads, directs and coordinates the work of subcontractors and/or trade labor. Plans, orchestrates, and ensures the coordination of the construction project and responsible to ensure the successful execution of the field activities in compliance with the contract documents, ensuring safety, schedule delivery, quality of work performed and adherence to budget of the project.

Essential Duties and Responsibilities*

Contract Compliance

- Manage the work to ensure that it is installed in compliance with and conforms to the approved contract documents.
- Be thoroughly familiar with the requirements of the general contract, specifications, plans and addendum.
- Identify and communicate conditions that are beyond the contractual agreement.
- Adhere to and enforce all company policies and procedures including those outlined in the Gilmore Employee Handbook.
- Participate in scope reviews of the various bid packages as needed.

Financial Management

- Prepare and approve weekly timecards for internal and T&M work.
- Oversee the monthly estimate of work completed, payrolls, material invoices and subcontractor payment applications.
- Understand the project budget and manpower utilization requirements.
- Be responsible for the cost-efficient use of equipment, material and labor.
- Retain authority to make project related purchases up to \$1500.
- Ensure best value to the company in all project related purchases.
- Minimize waste with respect to resources.

Project Administration

- Work with Project Manager to oversee and make decisions related to the performance of work related to scheduling, delivery, logistics, quality control and trade employee staffing levels.
- Prepare daily reports, job diaries, narratives and all other regular and special documentation as determined by the company and by the project needs.
- Resolve local area problems regarding procedures, precedence, design clarifications, adequate labor and equipment schedule and all other appropriate field matters.
- Maintain updated contract documents on the job site.
- Maintain as-built conditions on job site for final submission.
- Maintain building department permits and inspection reports on the job site.
- Maintain a progress photo log.
- Maintain documentation of all reports and observations: safety audit, safety logs, field observation reports.

Project Communication

- Communicate and work with project team including owners and consultants to develop and maintain professional relationships.

- Establish and maintain good relationship with building officials, local businesses and fire and police departments.
- Manage and communicate field conditions and issues that affect the successful completion of the project. Investigate and resolve such conditions and issues.
- Communicate field conditions with all team members in a timely manner.
- Lead all weekly job site coordination meetings with all relevant subcontractors.
- Provide off-hour contact information to relevant team members for emergencies.
- Maintain regulatory postings and information at the job site, readily accessible to the workers.

Field Management

- Develop the progress schedule and determine sequencing of work with the Project Manager. Develop and implement recovery strategies to maintain project schedule.
- Prepare, distribute and monitor short term interval schedules on a weekly basis.
- Monitor progress schedule in relation to the overall project goals.
- Maintain job site security and inventory of equipment and materials.
- Develop, manage and enforce a site-specific safety and risk management program as required and ensure subcontractor compliance with Gilmore standards and all applicable safety codes and regulations.
- Develop and administer the site utilization program, site services, security arrangements, and other facilities necessary for appropriate service to the construction effort.
- Identify and execute field-construction and work-sequence activities.
- Monitor actual versus required performance by all parties.
- Determine whether subcontractors are providing sufficient work force and hours of work to achieve performance commitments.
- Identify and enforce a quality control management system.
- Monitor the company's purchasing and project engineering functions to ensure all subcontractors, material purchases, submittals, deliveries, clarifications and changes are processed in time to guarantee jobsite arrival by or before the times needed.
- Direct any company field staff and labor crews to promote coordinated project operations.
- Provide responsible and efficient resolutions for field conflicts.
- Maintain and enforce a project housekeeping program.
- Other duties as needed or required.

Qualifications

- Minimum 10 years' experience in construction or construction related field; five years as a superintendent.
- Bachelor's degree in Construction Management or related field of study preferred. Experience could be substituted for lack of degree.
- Knowledge of building construction, means and methods, scheduling and cost control procedures, general contract, general conditions, subcontract documents, drawings and specifications.
- Proficient computer skills in Microsoft Word, Excel, Outlook, Projects, and PASKR.
- Ability to read, understand and interpret contract documents, drawings specifications, scopes of work and project schedule.
- Demonstrated leadership and interpersonal skills.
- Very strong oral and written communication skills required.
- OSHA 30-hour certification.

- CDOT erosion control management certification.
- CPR and first aid certification.
- Well organized and detail oriented.
- Material take-offs and ordering.
- Must pass criminal background check, MVR review and drug test.

Key Performance Indicators

Effective performance of a Superintendent centers around the ability to manage and organize a project from pre-construction to project closeout on site. These abilities provide the entire project team with confidence that all bases are being touched.

- Job and contract knowledge, productivity, cost effective and schedule management
- Judgement, problem solving and adaptability skills
- Communication (written and oral), decision making and record keeping
- Productivity, quality, safety and compliance skills
- Leadership, crew/subcontractor management, teamwork, client relationship skills
- Team participation and attitude

Working Conditions

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 regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

Physical Requirements

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. Performance of the duties will occasionally require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear (bells, whistles, etc.), stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 lbs.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

Approved by:	<i>Vice President of Operations</i>
Date approved:	<i>September 19, 2017</i>
Reviewed:	<i>September 19, 2017</i>

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

Gilmore Construction is an Equal Opportunity Employer

EMPLOYEE ACKNOWLEDGEMENT (2 Copies, One for File and one for the Employee)

I, _____, acknowledge review of this job
(PRINT Employee's Name)

description.

Employee's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____