



JOB DESCRIPTION

Salary Pay Range: \$80 - \$95k DOE
Discretionary Bonus
Company Vehicle
Health Insurance
PTO and Holiday Pay

Job title	<i>Foundation Operations Superintendent</i>
Reports to	<i>Residential Field Operations Manager</i>

Job purpose

Enable the completion of jobs in a timely manner by establishing scope with builders (Builder walk) scheduling and overseeing Foreman, ensuring equipment and materials are sufficient, repairing and maintaining equipment, training crews, and assisting with special projects as assigned. Overseeing customer service schedule. Managing all daily challenges that arise.

Duties and responsibilities

- Establish Scope with Builder through or “builder walk” process.
- Manage and develop foremen and their crews.
- Manage manpower and adjust if necessary.
- Ensure performance reviews are completed timely and performance concerns addressed; assist foremen in retaining good workers.
- Assist foreman from time to time in conducting AM/PM huddles daily to help with communication within the crew.
- Work closely with Project Coordinator to schedule jobs daily.
- Plan and manage equipment/materials needed for daily activity.
- Oversee all jobsite activities to ensure attention to details.
- Ensure crews maintain clean jobsite, leaving the jobsite clean.
- Assist foreman in review of job plans to better understand each job and to properly prepare each day.
- Conduct safety trainings as needed/required.
- Maintain a safe jobsite and coordinate with foremen to address safety concerns.
- Work closely with safety coordinator to assure job is in compliance with OSHA standards and crews are managed.
- Be a liaison between crews and the office for timely communication.
- Familiarize yourself with policies and procedures so that you can properly communicate to crews.
- Assist in the execution of a training program of new hires on crews.
- Oversee the maintenance and upkeep of all Rusin equipment/vehicles/materials.
- Work with Rusin mechanic to repair/maintain Rusin equipment and vehicles.
- Oversee the condition of the tools and equipment on trucks/trailers.

- Coordinate and communicate with foremen to plan timing for concrete pours.
- Communicate with foremen for jobsite needs such as pumps/special equipment.
- Ensure foremen complete paperwork for each job and turn in to the office daily.
- Perform other duties as requested.

Qualifications

- Education: High School diploma or three of more years in concrete foundations.
- At least one (3) year of supervisory experience; proven ability to lead crews.
- At least one (1) to three (3) years general construction experience.
- Ability to read and understand blue prints and drawings.
- Ability to use all types of hand tools.
- Ability to create effective working relationships with employees and the general public; ability to effectively motivate employees to work; ability to read grades on stakes and maps.

Working conditions

- May be expected to travel out of town to work on projects.
- May usually work irregular hours and often work early mornings and during weekends, and may also do shift work and be on call. Generally, work longer hours in summer.
- Work in most weather conditions and in conditions that may be noisy, wet, cold, dirty and dusty.

Physical requirements

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Direct reports

Foremen and Leads