



Job Description

Job title	Flatwork Field Superintendent
Reports to	Flatwork Superintendent

Job purpose

The Flatwork Field Superintendent will manage various processes within their scheduled projects. The Flatwork Field Superintendent will manage and monitor the safety, quality, production and installation for day-to-day operations. Work to obtain Rusin's highest quality standards along with customer rating.

Duties and responsibilities

- Ensure Flatwork Foreman takes ownership in Rusin's "Core Values", jobsite safety and complying with industry standards.
- Ensure all Flatworkers are complying with Rusin's Core Values and safety expectations.
- Ensure Foreman are completing the "Daily Rusin Focus" form, managing daily PPE, task specific PPE, and completing monthly toolbox safety trainings.
- Coordinate with Flatwork Superintendent on daily activities, weekly schedule, specific manpower and equipment needs.
- Oversee Foreman to ensure focus on material management, material inventory and the tracking of equipment.
- Work with General Contractors, Superintendents and clients to ensure Rusin is meeting project schedule.
- Lead and manage preplanning, scheduling and manpower loading process for upcoming projects to ensure ontime and on budget completion of projects.
- Act as singular point of contract on project with our client and subcontractors.
- Coordinate required inspections with local jurisdictions.
- Work with Foreman on job pre-plan, layout and design details.
- Ensure Foreman are completing inspections on all Rusin equipment and vehicles.
- Follow up with Foreman to ensure daily paperwork, jobsite housekeeping and material organization is being performed.
- Follow up with Foreman to ensure daily production and efficiency are a focus.
- Communicate to the Flatwork Superintendent on any quality issues, field problems, schedule impacts, safety concerns and employee concerns.
- Train and teach Foreman to improve efficiency and effectiveness in the field along with minimizing overtime.
- Assist with employee management by communicating information necessary for hiring, promoting, pay increases, bonuses (if applicable), verbal / written warnings and terminations.
- Perform other duties as assigned.

Qualifications

- Five (5) years' experience in concrete construction as a Foreman/supervisor, Five (5) years' experience with maintenance and equipment operations, or any equivalent combination of education and experience.
- Must know how to decipher architectural and engineering drawings.
- Must have fundamental understanding of electronics
- Skill in the operation of all equipment use in concrete flatwork.
- Ability to follow and teach standard safety practices and procedures common to equipment operation and maintenance work.
- 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 all weather conditions such as noisy, wet, cold, hot, dirty, windy and dusty conditions.

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, hear, walk, use of hands and fingers, material handling, operate tools and equipment. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and 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 near vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Direct reports

- Flatwork Foreman, Flatwork Finishers & Flatwork Laborers