



## Job Description

<b>Job Title</b>	<i>Commercial Project Superintendent</i>
<b>Reports To</b>	<i>Commercial General Superintendent/Director of Commercial</i>

### Job purpose

Commercial Project Superintendents role is to work “hands on” with the crews and to supervise the commercial crews, work closely with the Commercial Division Manager and Project Engineer to communicate all job details and is the liaison between the crews, the office, and the builder.

- Manage day to day job details for assigned Commercial foundation and flatwork job.
- Manage crews in the field to supervise efficiency and labor costs.
- Manage job equipment/tools/materials.

Overall purpose is to manage the jobs day-to-day operations to ensure budget management, proper staffing, and its overall success.

### Duties and responsibilities

- Familiarize all aspects of the job and the plans. Fully understand the scope of work.
- Meet with General Contractor Superintendent if necessary to discuss any issue with schedule, changes, safety, protection, or quality.
- Visit all jobs specific to Superintendent where we have crews working.
- Meet Foreman onsite to discuss schedule and find out what labor is needed, and review orders for Concrete, Material, Equipment and Rentals.
- Keep daily logs and necessary superintendent reports.
- Track production and develop schedules.
- Prepare and finalize job paperwork to turn into Project Engineer for billing.
- Review project invoices/receipts to verify all deliveries and/or shipments.
- Coordinate crews the day before job start with Foundation Superintendent and Flatwork Forman (if applicable).
- Continually communicate well with builders, contractors and vendors.
- Manage materials to ensure everything is ordered to complete your project.
- Order materials and concrete. Schedule pump with Project Coordinator.
- Make sure crews have all the tools they need to complete the job.
- Assist the crews on the job each day.
- Any requests from Commercial Manager to help in the production of the job.
- Hold daily huddle consisting of what is expected for the day/week and safety training.
- Assist the Commercial Project Engineer on delivery schedule from Rusin and outside sources.
- Review individual performance for crew members for recommendations on promotion, demotion, termination or wage adjustment.
- Enforce company policy regarding tardiness, absenteeism and written excuses.
- Maintain running file for absenteeism and written excuses.
- Communicate with Project Engineer for RFIs, Change Orders, or issues.
- Manage time for each crew member daily in Abouttime software and properly communicate any adjustments to office payroll department.
- Review job site for cleanliness and assist safety coordinator with onsite safety requirements and OSHA standards.
- Make sure that all employees are using PPE and the site is safe.

- Manage Quality Control
- Visit all jobs within 1-3 days after they have been completed to inspect the quality of work and job cleanup and take photos for the job file.
- Report any problems to the Division Manager and Project Engineer.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Qualifications**

### **Qualifications include:**

- High School Diploma or Higher, College degree preferred.
- Extensive experience in Concrete Foundations/Flatwork.
- Proficient in understanding, reading and interpreting plans.
- Strong communication/organizational skills.
- Self-starter with the ability to set goals and tasks with strong leadership skills.
- Team player with everyone involved in the success of each job.
- Ability to remain calm, focused and make the right decision under pressure situations.
- OSHA certified

## **Working conditions**

- Constantly works in outdoor conditions, with possible extreme temperatures.
- 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 may be 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 may be required to 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**

- Commercial crew employees

## **Closes: Until Filled**

**Salary Pay Range: \$80 - \$120k DOE**

**Discretionary Bonus**

**Health Insurance**

**PTO 3 Weeks**

**401K/Profit Sharing**