

## **Superintendent Overview**

Provide overall on-site administrative and technical management on construction project site, including the scheduling, coordination, supervision and safety of all activities.

### **GENERAL REQUIREMENTS, SKILLS AND KNOWLEDGE:**

- Thorough knowledge of all aspects of earth construction (technology, equipment, methods), engineering methods and drawings, cost control and scheduling.
- Excellent communication, organizational and supervisory skills essential.
- Knowledge of and ability to follow and enforce all applicable safety standards at all times.
- Ability to simultaneously supervise a variety of items and people, which may change often.
- Ability to maintain neat, professional appearance on job sites at all times.

### **EDUCATION, CERTIFICATIONS, LICENSES, EXPERIENCE:**

- Four-year engineering or construction management degree or equivalent combinations of technical training and/or related experience.
- Extensive experience in construction supervision.
- Valid driver's license.

### **TYPICAL DUTIES:**

- **MUST BE WILLING TO TRAVEL UP TO A WEEK AT A TIME IN THE MID-ATLANTIC**
- Supervise construction efforts to ensure project is constructed in accordance with design, budget and schedule. Includes interfacing with client, client representatives, inspectors, governmental oversight bodies, other contractors, suppliers and field staff.
- Effectively plan, direct and supervise workers engaged in construction activities.
- Follow all OSHA and company safety policies.
- Create and reinforce a culture of safety that creates no questions as to whether it is a company policy.
- Provide safety feedback and coaching to foreman and crews.
- Ensure all subcontractors are following company safety policies.
- Conduct weekly safety training for employees.
- Know the details of the job and have a deep thorough understanding of project resource needs one week to three month in advance.
- Understand and implement all construction aspects of the contract and the project procedures.
- Interpret and be able to explain plans for construction projects to foreman and crews.
- Manage contract submittal files and confirm materials ordered, delivered and installed conform to approved submittals.
- Maintain contract documents and prepare and/or maintain record drawings.
- Eliminate/minimize resource and cost surprises.
- Ensure that crews have the best available resources at the correct time.