



Superintendent

Date:	November 5, 2014
Division:	Operations
Payroll Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Length of Introductory Period:	90 days
Supervisor Title:	Vice President of Operations

Summary Position Description:

A Superintendent manages the day-to-day operations of a project site; plans, directs and coordinates - through subordinate supervisory personnel - activities concerned with the construction; participates in the conceptual development of a construction project; and oversees the project's organization, scheduling, budgeting and implementation.

Essential Job Functions/Core Duties:

Function/Duty Description

- Conferring with supervisory personnel, owners, contractors and design professionals to discuss and resolve matters, such as work procedures, complaints or construction issues.
- Planning, scheduling and coordinating daily construction project activities to determine appropriate construction methods and the cost-effectiveness of such plans and methods, and to meet progress deadlines. Preparing budget estimates, progress reports and cost tracking reports.
- Overseeing craft work, such as painting or plumbing.
- Interpreting and explaining plans and contract terms to representatives of the property owner or developer, including administrative staff, workers or clients. Generate RFIs and send to Project Manager.
- Inspecting projects to monitor compliance with environmental regulations, safety regulations, building codes and other safety-related regulations. Documenting all activities and communication daily. Investigating any damage, accidents or delays at construction sites to ensure that proper construction policies and procedures are being followed.
- Applying for and obtaining all necessary permits or licenses for a project. Developing and implementing quality control programs. Implementing plans in response to delays, bad weather, or construction site emergencies.

Non-Essential Functions/Duties:

Function/Duty Description

- Motivating, leading and boosting morale of the teams.
- Clean or prepare construction sites to eliminate possible hazards.
- Control traffic passing near, in or around work areas.
- Additional duties to meet the demands of the Company.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; continually works to improve supervisory skills.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Supports affirmative action and respects diversity.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Physical Job Requirements:

Physical Job Requirement Description	O*	F*	C*	N/A
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Superintendent

Physical Job Requirement Description	O*	F*	C*	N/A
Driving (Automatic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving (Standard)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping/Kneeling/Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (e.g., stairs, ladders, scaffolding, equipment)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching (outward or above the shoulder with hands/arms)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting (usual amt. 100 lbs.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying (usual amt. 100 lbs. for 5 ft.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Holding/Feeling (i.e. with hands or fingers)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requires repetitive movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing/Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close Vision (clear vision at 20 inches or less)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distance Vision (clear vision at 20 feet or more)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color Vision (ability to identify/distinguish colors)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision (ability to observe an area that can be seen up or down/left or right while eyes are fixed on one point)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Depth Perception (ability to judge distances and spatial relationships)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*O = Occasionally = 1-33% of time *F = Frequently = 34 -66% of time *C = Constantly = 67-100% of time (approximately)

Environmental Job Requirements:

Environmental Job Requirement Description	O*	F*	C*	N/A
Operating Office Equipment (i.e. computer, laptop, telephone, facsimile, copier, PDA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating basic carpentry hand tools, small/medium/large power tools, bench tools (e.g., saw, drill grinder), concrete saw, chipper, sander, paving breaker and jackhammer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Requires the use of a body harness, fall protection equipment and common protective or safety equipment, when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Traveling (jobsite further than 90 miles from main office one way)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating and working with Persons Inside the Organization (i.e. coworkers, staff, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating with Persons Outside the Organization (i.e. customers, vendors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requires working outdoors with exposure to all weather conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at Heights up to 100 feet.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at Depths down to 50 feet.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating or Exposure to Heavy Machinery/Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Marked Changes in Temperature/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Unpleasant Odors or Smells	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Dust, Fumes, Gases, Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Loud, Uncomfortable, or Distracting Noise – Constant or Intermittent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Overtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working a Temporary or Alternative Schedule or Shift	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Experience/Qualifications/Skills:

Required	Experience/Qualification/Skill Description	Preferred
<input checked="" type="checkbox"/>	An Associate's Degree in Construction Management or a Journeyman status in a building trade (i.e. Carpenter) with a minimum of five (5) years of experience supervising construction projects.	<input type="checkbox"/>
<input type="checkbox"/>	Ten (10) years of experience in the construction industry with a commercial general contractor.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Five (5) years of experience in government contracting.	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Knowledge of arithmetic.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Knowledge of and practical application experience with engineering science and technology relative to the construction industry, including (i) knowledge of design techniques, tools and principles involved in the production of technical plans, blueprints, drawings and models; (ii) knowledge of raw materials, quality control, and costs and (iii) knowledge of materials, methods and the tools involved in the construction or repair of buildings and other structures.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Knowledge of and practical application experience with economic and accounting principles and practices.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Knowledge of the relevant equipment, policies, procedures and strategies to promote effective safety and security operations for the protection of people, property and information.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	The ability to read, comprehend and write simple instructions, short correspondence and memos to communicate effectively with coworkers.	<input type="checkbox"/>

- The ability to effectively present information verbally in one-on-one and small group situations with coworkers.
- The ability to understand and implement written or oral instructions from coworkers.
- The ability to problem-solve.

Certifications /Licenses:

Required	Certification/License Description	Preferred
<input checked="" type="checkbox"/>	Valid Driver’s License/Insurable	<input type="checkbox"/>
<input type="checkbox"/>	Safety credentials including OSHA 301, First Aid and CPR	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CQC Certification (issued by USACE/NAVFAC)	<input checked="" type="checkbox"/>

DANIELS AND DANIELS RESERVES THE RIGHT TO AMEND THIS JOB DESCRIPTION WITH OR WITHOUT NOTICE TO ITS EMPLOYEES.

Supervisor:

_____ **Date:** _____

[Insert Supervisor’s Name]

By signing this Job Description, I am certifying that I am willing and able to perform the duties under the physical and environmental conditions described above and that I meet all of the criteria outlined above in the Experience/Qualification/Skills and Certifications/Licenses sections.

Employee:

_____ **Date:** _____

[Insert Employee Name]