



Assistant Superintendent

Summary Position Description:

An assistant superintendent assists the project superintendent in managing the day-to-day operations of a project site; plans, directs and coordinates activities concerned with the construction; participates in the conceptual development of a construction project; and oversees the project's organization, scheduling, budgeting and implementation. An assistant superintendent may be responsible for small construction projects and serve as the lead superintendent.

Essential Job Functions/Core Duties:

Function/Duty Description

- Study and interpret design documents, specifications and project drawings. Aid in obtaining all necessary permits or licenses for a project. Exercise quality control measures and ensure conformance with contract requirements as well as all applicable safety and building codes and regulations. Assist in carrying out a variety of basic field duties related to general construction.
- Engage in site layout, cost estimating, construction planning, scheduling, material procurement, quality control, and job site safety. Perform quantity tracking and cost coding for purposes of productivity analysis and accurate job cost forecasting.
- Assist in document control for correspondence, submittals, transmittals, change orders, back charges, RFI's, etc. Prepare daily reports as related to crews, progress and issues. Work with superintendent to develop punch lists, distribute to subcontractors and track progress through to completion.
- Conferring with supervisory personnel, owners, contractors and design professionals to discuss and resolve matters, such as work procedures, complaints or construction issues.
- Overseeing craft work, such as painting or plumbing.
- 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.

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.
- **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; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **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.
- **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.

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"/> |
| 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"/> |

| Physical Job Requirement Description | O* | F* | C* | N/A |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Bending/Stooping/Kneeling/Squatting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing (e.g., stairs, ladders, scaffolding, equipment) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching (outward or above the shoulder with hands/arms) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawling | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Balance | <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 | <input type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input 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"/> | Associates Degree or equivalent combination of education and experience | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Prior related experience and/or training. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Knowledge of arithmetic, algebra, geometry, calculus, statistics and their relative applications. | <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, production processes, quality control, costs and other techniques for maximizing the effective manufacture and distribution of products; 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 type="checkbox"/> | Working knowledge of Primavera P6 scheduling software. | <input checked="" 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"/> |
| <input checked="" type="checkbox"/> | The ability to effectively present information verbally in one-on-one and small group situations with coworkers. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | The ability to understand and implement written or oral instructions from coworkers. | <input type="checkbox"/> |

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"/> |
| <input type="checkbox"/> | LEED AP BD + C Certification | <input checked="" type="checkbox"/> |