

**EMPLOYEE:** \_\_\_\_\_  
**POSITION:** Project Superintendent  
**DEPARTMENT:** Operations  
**REPORTS TO:** General Field Superintendent

## ***I. POSITION DESCRIPTION***

### **I. NATURE AND SCOPE**

**This position is accountable for the management of field operations on assigned project(s) in such a way as to ensure scheduled completion of the projects within the established budget, time, and quality standards.**

**This position is responsible for directing labor and equipment, planning, problem-solving, and developing and/or maintaining client relationships.**

**This position reports to: General Field Superintendent.**

**This position teams with: Assigned Project Manager.**

**Reporting to this position: Field Engineers, Foremen, and Tradesmen.**

**Internally, this position interacts with: Project Management, Estimating, Accounting, and Business Development.**

**Externally, this position interacts with: Owner representatives, Architects, Engineers, subcontractors, and material suppliers.**

## II. PRINCIPAL ACCOUNTABILITIES

### 1.0 LEADERSHIP

- 1.1 **Motivation**: Articulates and arouses enthusiasm for project goals, inspires and energizes others to perform at a high level of productivity and quality.
- 1.2 **Teamwork**: Produce synergy through others to obtain project goals in a manner consistent with corporate core values.
- 1.3 **Integrity**: Conducts oneself in a manner exhibiting honesty, openness, and reliability; consistently meets commitments (do what you say you are going to do).
- 1.4 **Change Agent**: Recognizes the need for change and challenges the status quo to transform personal abilities and corporate business practices. Champions expected changes and leads by example.
- 1.5 **Strategic Thinking**: Creates and articulates project strategies, sets clear direction, and understand future consequences of present choices, adapts to shifting priorities and rapid change.
- 1.6 **Initiative**: Takes swift action on new opportunities, pursues goals and objectives beyond expectations.
- 1.7 **Accountability**: Readily accepts the consequences of own actions, guides the performance of others while holding them accountable.
- 1.8 **Mentoring**: Teaches/trains subordinates to raise level of performance and ensure corporate succession in accordance with corporate and personal developmental expectations.

## 2.0 **MANAGEMENT**

2.1 **Planning.** The incumbent of this position is responsible for effectively planning the project to achieve successful outcomes as follows:

2.1.1 Analyzes Contract Documents and turnover materials to enable timely procurement of materials, labor, equipment, and subcontractor work.

2.1.2 Reviews Contract Documents to determine means and methods which are consistent with the project building cycle and owner/architect expectations.

2.1.3 Studies Contract Documents to identify potential conflicts and avoid delays to the project.

2.2 **Schedule Control.** The incumbent of this position is accountable for meeting or exceeding project schedule expectations as follows:

2.2.1 Participates in the creation of the project schedule with Project Manager at start-up.

2.2.2 Meets established project schedule, milestones and completion dates.

2.2.3 Prepares, executes, and monitors 3 week look-ahead every week in accordance with master schedule milestone dates.

2.3 **Budget Control.** The incumbent of this position is accountable for meeting or exceeding project budget expectations for the following:

2.3.1 Labor

2.3.2 Materials

2.3.3 Subcontractors

2.3.4 General Conditions

2.3.5 Tools and Equipment

- 2.4 Collaboration.** The incumbent of this position is responsible for establishing and maintaining an atmosphere of collaboration on the project as follows:
- 2.4.1** Communicates clearly and effectively with all members of the project team.
  - 2.4.2** Shares own ideas freely and accepts opposing viewpoints; encourages a cooperative environment and team approach.
- 2.5 Conflict Management.** The incumbent of this position is responsible for resolving conflicts as follows:
- 2.5.1** Identifies critical elements of a situation and quickly separates facts from opinions.
  - 2.5.2** Accepts opposing points of view as equally legitimate.
  - 2.5.3** Leads conflicting parties to consider alternative courses of action which provide acceptable solutions.
- 2.6 Subcontractor Management.** The incumbent of this position is accountable for managing subcontractors for successful project outcomes as follows:
- 2.6.1** Understands and enforces subcontractors' scopes of work per project requirements
  - 2.6.2** Conducts effective foremen's meetings on a weekly basis with clarity of expected milestone dates, coordination, anticipated issues, and safety.
- 2.7 Quality Control.** The incumbent of this position is accountable for project quality as follows:
- 2.7.1** Meets project quality requirements for self-performed and subcontractor work in accordance with project specifications and QA/QC policy.
  - 2.7.2** Conducts effective pre-installation conferences for clarity of specifications, potential issues and installation of product at each subcontractor startup.
  - 2.7.3** Minimizes Punch List work by performing own preliminary punch list and quickly completes all punch list work in accordance with Corporate Closeout Policy.

### **3.0 ADMINISTRATION**

- 3.1 Submits timesheets and quantity sheets accurately and timely each week.
- 3.2 Produces accurate and complete daily reports, material logs and extra work forms.
- 3.3 Updates record drawings legibly and accurately on a daily basis.
- 3.4 Takes photos and organizes them in album or electronic file weekly.

### **4.0 SAFETY**

- 4.1 Conducts weekly tool box talks, self inspections, and equipment inspections consistent with Corporate Safety Policies
- 4.2 Monitors project safety practices daily in a manner which promotes safety awareness and results in the attainment of Company safety goals for RIR and LTR.
- 4.3 Monitors subcontractor safety compliance with Corporate Safety Policies, client safety expectations and government regulatory standards on a daily basis.

### **5.0 BUSINESS RELATIONS**

- 5.1 Participates in civic and/or professional organizations in a manner consistent with corporate strategies and personal expectations.
- 5.2 Builds harmonious relationships with Architects', Owners', and subcontractors' representatives throughout the course of the project.
- 5.3 Shows pride in project by keeping project and personal workspace clean and well organized in accordance with contract requirements and Corporate Safety Policies

**6.0 SPECIAL OR INFREQUENT ACTIVITIES**

- 6.1** Reviews subordinate personnel performances at mid-point and end of project to identify strengths and weaknesses and enable developmental action by the employee and the Company.
- 6.2** Reviews own performance with Project manager and General Superintendent semi-annually to identify strengths and weaknesses and enable developmental action by all parties.
- 6.3** Participates in a minimum of one learning activity as offered by The Hagerman Group annually.
- 6.4** Effectively participates in the corporate Contact Management Program.

**DISCLAIMER:**

The above description provides the general details considered necessary to depict the principle functions of the position, and shall not be construed as a detailed description of all the work required that may be inherent in the job.

### III. PERSONALITY DIMENSIONS

#### 1. COMMUNICATION SKILLS

- 1.1 **Oral Communication Skill:** Ability to clearly communicate in verbal fashion and to listen effectively to others.
- 1.2 **Written Communication Skill:** Ability to express ideal clearly in writing and to extract information from written material.
- 1.3 **Oral Presentation Skill:** Ability to present a persuasive set of ideas or facts with clarity, modulation, enthusiasm, confidence and organization

#### 2. PERSONAL SKILLS

- 2.1 **Energy:** Ability to achieve and maintain a high level of intensity and pace throughout a working period.
- 2.2 **Stress Tolerance:** Stability of performance under pressure and opposition.
- 2.3 **Alertness:** Ability to be attentive to all aspects of an environment while performing or monitoring routine activities.

#### 3. INTERPERSONAL SKILLS

- 3.1 **Leadership:** Effectiveness in getting ideas accepted and in guiding a group or individual to accomplish a task.
- 3.2 **Management Control:** Appreciation of need for control and maintenance of control of processes, subordinates, and tasks over short and long term events consisting of priorities, quantifiable action plans, check dates and deadlines, as well as actual vs. planned activities.
- 3.3 **Team Building:** Ability to work with people in such a manner as to build high morale and group commitments to goals and objectives.
- 3.4 **Interaction:** Ability to communicate with other individuals while simultaneously building credibility and rapport.
- 3.5 **Flexibility:** Ability to modify behavioral style and management approach to reach a goal, maintain effectiveness in different situations, handle changing responsibilities, and work in different environments under different circumstance.
- 3.6 **Commitment to Task Tenacity:** Ability to establish and carry out specific courses of action for self and/or others; willingness to commit to long hours of work and personal sacrifices in order to reach goals.

#### 4. ADMINISTRATIVE SKILLS

- 4.1 **Planning and Organization**: Effectiveness in planning and organizing own tasks, activities and those of a group to develop an action plan leading to specified goals.
- 4.2 **Delegation**: Ability to use subordinates effectively and to understand where a decision can best be made.
- 4.3 **Decision Making and Problem Solving**: Ability to take action in solving problems while exhibiting sound judgment and a systematic approach to decision making to identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternative solutions.
- 4.4 **Policy and Procedures**: Ability to relate to routine operations in a manner that is consistent with existing solutions to problems; to conform to established policies and procedures.

#### IV. QUALIFICATIONS REQUIRED

The minimum amount of education or formal training and experience that are required for this position.

##### 1. MINIMUM EDUCATION & EXPERIENCE

- 1.1 Degree in engineering or construction related field, or High School Diploma with sufficient field experience.
- 1.2 Minimum working experience [specific kinds and amounts of experience needed to qualify for this position]:
  - a) Field experience: 4 years.
- 1.3 Specialized Knowledge [kinds and amounts of specialized knowledge, however acquired, needed to fulfill the requirements]:
  - a) The incumbent must possess a high level of technical knowledge and problem solving capabilities equivalent to that derived from construction or engineering-related training. The incumbent must be proficient in reading plans and specification and must have overall knowledge of construction industry, i.e., mechanical, electrical, etc.
  - b) The incumbent must possess the ability to thoroughly understand project finances.