

SUPERINTENDENT

Description

Coordinate, facilitate, and supervise the construction of a single or multiple projects under the supervision of office personnel.

Task Performance and Experience

Employee must have a high school diploma and expert construction experience with wide range of knowledge of commonly used concepts, practices and procedures accepted in the building carpentry industry. Employee will have experience as a lead carpenter and superintendent. Employee will possess skills needed to correctly interpret plans, shop drawings, addendums, and field directives. Employee will have general knowledge of building codes and compliance. Employee will perform tasks required under supervision of office personnel and director of operations. Employee will perform administrative and field tasks critical to project success. Employee will have knowledge and ability to schedule, lead, organize, and instruct subcontractors and internal personnel on project details, construction, and execution. Employee will perform safety inspections for Supreme Structures and also to ensure safety of subcontractors. Employee will professionally represent Supreme Structures in meetings with subcontractors and owners. Employee will ensure safe operation of all equipment onsite. Maintains a clean and usable jobsite at all times. Employee will be certified by a 10-hour OSHA class, and will keep the certification current annually.

Responsibilities

- Reports to jobsite on time, alert, and able on a daily basis
- Has necessary tools of the trade required for any variety of jobsite tasks
- Has current 10-hour OSHA certification
- Follows company and jobsite procedures, manuals and policies as required
- Has current forklift and sky-trak training, if applicable
- Works under supervision of office and director of operations
- Creates task lists of items to-do and completes them thoroughly
- Extensive knowledge of all construction practices and methods
- Fuels company equipment as needed
- Keeps jobsite clean and debris-free
- Practices and ensures a safe working environment
- Performs daily safety inspections
- Finds solutions to problems
- Thinks creatively and with latitude
- Sets, plans and accomplishes goals

- Creates and updates schedules properly
- Tracks and documents changes and daily information properly
- Coordinates subcontractors, deliveries, and material suppliers
- Thoroughly understand, interpret, and a blue print or set of plans
- Set up jobsite in the morning with the proper tools and equipment needed
- Clean equipment and securely store equipment at end of day
- Ensures jobsite is secure every night and accessible every morning

(See Superintendent Quick-List for additional information)

Superintendent Quick List

Job Description: *To facilitate and coordinate field operations and activities for a specific construction project. Responsibilities include general supervision of Supreme Structure employees and Supreme Structure subcontractors; safety and preventative measures to ensure a safe jobsite at all times; ordering materials; scheduling of employees and subcontractors; record keeping of change orders, field changes, weather, delays, and jobsite attendance; daily photographs detailing progress, damages or items that may be required in the future; teaching and training of Supreme Structure employees in different tasks and objectives in the construction trade; acting as an agent of Supreme Structures in field conflicts and resolution between plans, documents and/or individuals; and representing Supreme Structures in a professional manner with clients, subcontractors, and employees.*

Quick List

- ✓ Is your building permit posted? Did you call in inspections?
- ✓ Do you have a current and complete set of plans? With changes?
- ✓ Is heat or dehumidifiers running, if needed?
- ✓ Are cords inspected and marked OSHA colors appropriate to the timeframe?
- ✓ Did you perform your daily safety inspection?
- ✓ Do we need specific or specialized safety equipment for upcoming tasks?
- ✓ Is lumber covered is exposed to weather?
- ✓ Is mold or mildew going to be an issue?
- ✓ Is our equipment fueled up, if applicable?
- ✓ Is all our equipment labeled correctly and inventoried?
- ✓ Does every employee know how to safely operate each piece of equipment?
- ✓ Is a FIRST-AID kit onsite?
- ✓ Is the safety equipment (glasses, masks, ear) onsite?
- ✓ Are the subcontractors all there or did someone not show?
- ✓ Do your employees know their daily objective? Do they have everything they need?
- ✓ If a subcontractor is using our equipment, did they sign your timecard and are they trained or certified on that equipment? If not, they are not allowed to use it.
- ✓ Underground work. Are you taking pictures of all underground plumbing, electrical, and HVAC? It is important to make sure pictures are relative to fixed points of the structure for future reference.
- ✓ Before saw-cutting or excavation, are you sure there is nothing underground? Are you lines marked? Did you establish reference lines that can be re-established after the concrete or ground is gone?
- ✓ Did you check the walls? Are they level? Is bracing installed as needed?

- ✓ Is blocking in for bathrooms and cabinetry correctly depending on steel stud or wood stud construction?
- ✓ Are door openings the correct size? Verify with Supplier?
- ✓ Are window openings correct based on shop drawings?
- ✓ Did you cross-reference shop drawings with drawing documents to locate discrepancies?
- ✓ Have you stopped to talk to all your subcontractors already?
- ✓ Is there anything that subcontractors need answered to proceed with their work?
- ✓ Are you on schedule? Are the subcontractors on schedule?
- ✓ Is there ways to save time?
- ✓ Does the schedule need to be updated?
- ✓ Are there any changes that are being made in the field? Are they being documented on the field set of plans?
- ✓ Are any changes cost impact related, and if so, is your office aware of them?
- ✓ Are any changes in need of architect or engineer approval? If not sure, make the phone call.
- ✓ Are your mechanical rough-in's in line with your shop drawings for bathrooms or kitchens, for example?
- ✓ Have you planned for tomorrow?
- ✓ Do you have a list of items or answers you need?
- ✓ Do your employees know what will be happening tomorrow so they are prepared?
- ✓ Have you ordered dumpsters that need to be replaced?
- ✓ Is the jobsite clean?
- ✓ Is the parking lot clean?
- ✓ Is around the dumpsters clean?
- ✓ Are you recycling on your project?
- ✓ Have you ordered materials for the next few days? Suppliers are not waiting around for us at 4pm every night for us to call in an order.
- ✓ If there is equipment broken, is it being repaired?
- ✓ Did you fill out the daily report?
- ✓ Are change order forms filled out, if applicable?
- ✓ Is equipment locked up for the night?
- ✓ Are skytraks plugged in?
- ✓ Are heaters/dehumidifiers running?
- ✓ Who is going to secure the jobsite for the evening?
- ✓ Are all doors shut and locked?
- ✓ Do you need additional manpower for the upcoming days or supplies delivered?

Obviously, there are a million more questions one could ask themselves throughout a day, but this a quick list to jumpstart the process. Please feel free to let us know any other important thoughts or questions we should add to the quicklist?