



## Job Description for Project Superintendent

Department: Design/Build  
Reports To: Vice President of Design/Build Operations  
FLSA Status: Exempt

### Summary of Responsibilities

The Construction Field Superintendent coordinates all activities on a jobsite(s), including scheduling, safety, security, and direction of the labor forces.

### Essential Job Functions

- Coordinates and schedules subcontractor activities including 4 week look ahead schedules.
- Documents construction occurrences and activities.
- Reviews and understands project budgets with understanding of project scope and individual subcontractor scopes.
- Implements and enforces safety policies.
- Schedules, directs, and administers field labor in a cost effective manner
- Ensures compliance with plans and specifications.
- Communicates with Sr. Project Manager and Project Manager on design, construction issues.
- Maintains site security, general conditions, jobsite(s) cleanliness.
- Resolves conflicts on projects.
- Reviews drawings and design for constructability.
- Assists in developing and manages job specific quality control plan.
- Participates and leads on site subcontractor coordination meetings.
- Assists in developing and maintenance of project schedule.

*Employees may be asked to perform other tasks not listed in the essential job functions.*

### Position Requirements

- Strong leadership skills
- Ability to climb an extension ladder at least 20 feet high.
- Ability to observe, visually and audibly, events at the jobsite(s).
- Ability to communicate professionally with management, workforce, subcontractors, owners and visitors.
- Ability to coordinate field labor in a cost effective manner.
- Ability to articulate and document construction occurrences and activities.

### Qualifications and Experience

- Experience in Microsoft Word and Excel

- Minimum of High School diploma or GED
- Minimum of 5 year of experience with commercial and/or industrial multi-family projects ranging in scope from 10,000 sf to 100,000 sf.
- Working knowledge and experience in all phases of construction.
- 30 hour OSHA certification

## **Physical Demands**

Moderate physical effort required to sit, stand at files, bend, stoop, lift, walk and climb. Maximum unassisted lift is 70 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone. May require some travel by car/truck.

## **Environmental Requirements**

Moderate to extreme outdoor conditions. Above average noise levels. Protective equipment is required.