



Senior Superintendent 1-2

JOB DESCRIPTION

Revision
11/01/2021

JOB PURPOSE

Oversees all field operations and total construction effort for large and/or complex projects to ensure planning and construction in a safe manner and in accordance with design, budget and schedule. Coordinates plans and specifications with Designer to clarify discrepancies. Has thorough understanding of Contract terms; able to identify contracting risks and steps to mitigate. Has thorough understanding of Building Codes and permitting process. Able to manage to the budget and identify more cost-effective ways of doing work. Take a proactive role in training and mentoring other superintendents and subordinate staff.

REPORTS TO

Project Executive or General Superintendent

JOB CLASSIFICATION AND HOURS

Salaried / Exempt Employee

Salary Range: \$160k - \$200k

LOCATION

Project Sites with travel between the Regional office and other occasional business-related travel.

QUALIFICATIONS AND TECHNICAL SKILLS

- 15+ years construction experience with previous lead superintendent experience.
- Understanding of all aspects of building construction
- Understanding of current IBC and local codes and permitting process
- Superintendent Career Training Course completion (or equivalent)
- Microsoft Office Suite
- Proficient with Primavera P6
- Blue Beam
- OSHA 30 Certification
- First Aid / CPR Certification
- Competent Person Training (see Training Matrix for details)

PROFESSIONAL QUALITIES

- Embody and promote Andersen's Core Values
- Strong leadership, coordination, organization, and time management skills
- Ability to effectively set and communicate expectations
- Ability to oversee large teams and or multiple projects while in either preconstruction or construction phases at the same time
- Strong communication abilities both verbal and written.
- Ability to interact with Company Executives and other internal customers as well as external clients— ability to perform as a leader and a team player
- An understanding of the business and ability to apply sound judgment efficiently based on synthesis of past experiences
- Good balance of technical and managerial skills
- Effective coach and mentor

RESPONSIBILITIES

1. Safety

- Create and nurture a safe, respectful, and inclusive culture and take appropriate action when issues are raised.
- Ensure that the project team is empowered and expected to take action.
- Promote proper planning, adequate equipment, personal responsibility and support from management to ensure a safe workplace
- Participate in safety inspections and record observations in Procore
- Participate in incident reviews
- Proactively provide input to ensure that the project schedule, design, systems and budget allow for execution without putting workers at risk.
- Ensure compliance with all EHS policies
- Assist Team in creation of Project Site Specific Safety Plan including measurable project safety goals
- Review Fall Protection Safety systems plan that will be used on the project
- Ensure pre-task planning is being completed with adequate time for review and engagement by crews
- Ensure project orientations and required training is being completed
- Ensure that a clean jobsite is maintained
- Assist with and lead regularly scheduled, job-wide safety meetings/huddles
- Ensure the project team responds immediately to correct potential hazards

2. Quality

- Review the Quality Management Program (QMP) with the project team, Quality Assurance Manager and Quality Control Engineer
- Ensure QMP implementation throughout the life of the project
- Ensure development and implementation of a material receipt, storage and maintenance plan
- Review mock-up construction and documentation
- Ensure the project team records quality lessons learned
- When needed, support the OAC team in resolving field quality issues, pursue timely resolution
- Verify as-builts are being maintained on regular basis
- Ensure required Preconstruction and Preinstallation meetings are taking place
- Work with the project team to develop plan for punch inspection with owner, architect, and consultants

3. Preconstruction and Planning

- Provide marketing assistance in pursuit of new work as needed
- Actively participate in pre-proposal, proposal, bidding and preconstruction processes
- Participate in Trade Partner interviews and selection process
- Participate in constructability reviews to ensure schedule, cost control, and quality are maintained
- Ensure the following are completed during Preconstruction and provide input if others are creating:
 - Project logistics plan and owner approvals as necessary
 - Create project construction approach and sequencing
 - Identify and plan mitigation for potential impacts to the project and its surroundings

- Review of construction processes that need additional engineering including Tower Cranes, loading adjacent to excavations, etc.
- Delivery Schedule Procedures
- Review and provide feedback on the self-perform formwork and labor review analysis
- Create & lead planning and coordination sessions with Trade Partners

4. Schedule

- Manage the development of the overall and detailed Master Schedule that meets an internal scheduling assessment process.
- Ensure that the following processes are carried out throughout the life of the project:
 - Schedules are provided for each Trade Partner bid package and subcontract issued.
 - Creation and update of the master schedule as bid packages come in
 - Confirmation of fabrication & delivery lead time with Trade Partners and material suppliers
 - Create Procurement WBS within master schedule to include all spec sections
 - Track on site progress as needed to update, maintain, & archive master schedule on weekly basis
 - Manage Last Planner System
 - Ensure progress of the project stays on pace to meet contract end dates
- Review forecasted potential project schedule impacts and work with the Project Manager or Senior Project Manager to communicate impacts to the owner
- Review proposed changes and assess schedule impacts and needs for added scope and review with Project Manager and Senior Project Manager prior to change authorization
- Ensure all Inspections, Commissioning and Punchlist activities are in master schedule and actively managed

5. Contracts

- Review or assign to other Superintendents to review of all scope documents prior to publishing. Review prime contract agreement and site conditions with Senior Project Manager/Project Executive to help develop ACCO qualifications and assumptions.
- Understand the owner contract terms in relation to the following: Weather delays, Extension in time, impact notification, requirements for attaining substantial completion.
- Assist Senior Project Manager in developing front end requirements and defining project conditions
- Participate in trade partner package scope definition and bidders list creation, evaluation and selection
- Fully understand the project scope to ensure clear scope inclusions and exclusions during buyout
- Confirm that contracts are executed and insurance is approved prior to Trade Partners starting work

6. Cost Control

- Understand the project budget and coding structure
- Create, monitor and update project manpower loading for GCs/GRs
- Chart of accounts review and input - labor productivity & manpower plan
- Discuss all Extra Work Orders with Project Manager prior to signature
- Update site services manpower tracker
- Manage Labor, Materials & Equipment within established budget. Including oversight of Andersen and self-perform labor

7. Submittals

- Review project specifications and drawings to gain understanding of scope and requirements
- Ensure work is being installed off approved set of documents
- Ensure a complete submittal schedule is incorporated into the master project schedule
- Monitor progress to ensure timely receipt from Trade Partners and material suppliers along with timely review by the Design team
- Proactively review key submittals with project team and highlight areas that require special attention based on past experience and the project design

8. RFI's

- Understand project specific RFI process
- Provide solutions including evaluation of potential schedule impacts
- Ensure RFIs reflect impact to all Trade Contractors
- Review critical RFI "bottlenecks" coordinate with Project Team to elevate and resolve

9. BIM

- Participate BIM design and clash-detection review meetings and provide input on constructability and safety issues
- Actively participate in BIM execution plan to ensure that the project maximizes the benefit of a modeled and coordinated project.]
- Promote the BIM process on all possible projects.

10. Communication

- Lead and participate in staff meetings and OAC meetings
- Create agendas and lead weekly coordination meetings
- Communicate current job status and short-term goals
- Provide project communiques and directives as needed
- In alignment with the Client, provide proactive communication of impact to project neighbors
- Ensure daily reports are being documented for the project
- Coordinate with local building inspectors to confirm inspection procedures, mandated kick-off meetings, and schedule inspections, and obtain certificates of occupancy on schedule
- Ensure commissioning agent is coordinating shutdowns
- Communicate with the client options for progressing the project with the ability to influence direction that is best for the project and Andersen

11. Training and Mentorship

- Participate in planning and leading Foreman and Superintendent Development trainings
- Regularly conduct 1:1 Check-in reviews with all direct reports and with manager
- Actively provide on-the-job training, mentorship and career growth insight to direct reports and other project staff. Track progress and pursue opportunities for their advancement
- Complete minimum yearly hours of required and specific jobsite required training (CPR/First Aid, Competent Person, Forklift, Silica Awareness, Lead/ Asbestos Awareness, CESCL, etc.)
- Identify and communicate key foremen and superintendents for career path progression

12. Relationships

- Cultivate long-term relationships with trade partners, clients and designers project and senior management
- Maintain relationship with local craft labor representatives
- Attend extracurricular company and industry events

PHYSICAL DEMANDS

Lifting <25 pounds