



## Superintendent 3-4-5

### JOB DESCRIPTION

Revision  
11/01/2021

#### JOB PURPOSE

Oversees all field operations and total construction effort to ensure project is constructed in a safe manner and in accordance with design, budget, quality, 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.

#### REPORTS TO

Senior Superintendent or General Superintendent (when lead superintendent on a project)

#### JOB CLASSIFICATION AND HOURS

Salaried / Exempt Employee

#### LOCATION

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

#### QUALIFICATIONS AND TECHNICAL SKILLS

- 10-15+ years construction experience with previous superintendent experience.
- Understanding of all aspects of building construction
- Understanding of current IBC and local codes and permitting process
- Microsoft Office Suite
- Primavera P6
- Blue Beam
- Superintendent Career Training Course completion (or equivalent)
- 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
- A good balance of technical and managerial skills

## **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
- Be committed to and participate in pre-task planning by ensuring there is adequate time for review and engagement by crews
- Ensure compliance with all EHS policies
- Maintain a clean jobsite
- Assist with and lead regularly scheduled, job-wide safety meetings/huddles to establish jobsite safety culture
- Conduct and ensure project orientations are being completed
- Respond immediately to correct potential hazards
- Proactively provide input to ensure that the project schedule, design, systems and budget allow for execution without putting workers at risk.
- Assist Project Safety Manager in creation of the Project Site Safety Plan including measurable project safety goals
- Determine Fall Protection Safety systems that will be used on the project

### **2. Quality**

- Participate in development of Quality Management Program (QMP) with the project team, Quality Assurance Manager and Quality Control Engineer
- Ensure the QMP is fully implemented and monitor
- Ensure specified materials are utilized on the project and stored accordingly to prevent damage.
- Oversee construction and documentation of mock-ups
- Record quality lessons learned
- Interface with OAC team in resolving field quality issues, pursue timely resolution
- Verify as-builts are being maintained on regular basis
- Schedule, organize, prepare agendas for and conduct Preconstruction and Pre-installation meetings
- Oversee completion of work to minimize punch list items
- Oversee resolution of punch list to ensure timely identification, communication, and resolution

### **3. Preconstruction and Planning**

- Provide marketing assistance in pursuit of new work as needed
- Participate in proposal preparation and interview process
- Participate in Trade Partner interviews and selection process
- Participate in constructability reviews to ensure schedule, cost control, and quality are maintained
- Create and maintain project logistics plan and gain owner approvals as necessary, include review for construction processes that need additional engineering including tower cranes, loading adjacent to excavations, etc.
- Create Project construction approach and sequencing

- Participate in self perform formwork/labor review analysis
- Create & Lead planning and coordination sessions with trade partners

#### **4. Schedule**

- Champion the development of the Preconstruction schedule and coordinate durations with known Trade Contractors prior to GMP. Includes schedule run-down in preconstruction bid reviews. Hold a peer review of the schedule to confirm logic and durations are correct and adequate.
- Identify a “second in command” for schedule updates. This is not only important to fill a void when you are out of the office, but it is also critical to the skill development of others.
- Work with the Project Manager team to develop an early procurement and submittal schedule. Both schedules if outside of P6 must be simple to update based on weekly/monthly schedule reviews. Update procurement log with team as the project progresses and as scope changes. P6 schedule should carry critical/long-lead material or equipment submittals/shops. Add resubmittal time as necessary.
- Update project schedule on weekly basis and prepare quarterly Trade Partner CR schedule.
- Communicate schedule status and impacts weekly in OAC and subcontractor meetings. Includes status narrative in updates to external recipients.
  - OAC – Written narrative of weekly updated schedule.
  - Subcontractor – Dialogue of weekly update.
- Review CR items prior to submission for potential schedule impacts prior to notice to Ownership. Potential impact duration identified on weekly CR log.
- Alert team members of potential delays in a proactive manner such that action can be taken to avoid the delay.
- Provide a critical path / longest path overview to the team on a weekly basis. Provide a 2-6 week lookahead also. This can be used as a schedule update worksheet to track physical progress in the field.
- Discuss design changes (RFIs, ASIs and CCDs) with team to address any schedule concerns.
- Provide training for area superintendent in schedule development.
- Keep current schedule updates accessible on the project file sharing platform for all trades to reference: the overall project schedule and 3-week look ahead in pdf format.
- Confirm fabrication & delivery lead time with Trades Partners and material suppliers
- Update procurement section in master schedule with input from Project Engineers, to ensure materials are approved and deliveries are coordinated with schedule and on-site logistics.
- Navigate, understand, and update master schedule.
- Ensure progress of assigned scopes meets the project master schedule
- Learn process of master schedule creation from more senior Superintendents
- Forecast potential project schedule impacts and work with PM to communicate impacts to the owner
- Ensure commissioning activities are coordinated and conducted in a timely manner to meet the project schedule without impacts

## **5. Contracts**

- Assist with Trade Partner package scoping, qualifications, and clarifications.
- Review and understand front end requirements /project conditions
- 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
- Assist the Project Manager with project manpower loading for GC/GR's
- 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 and submittals are being submitted, reviewed and approved in a timely manner
- Monitor progress to ensure timely receipt from Trade Partners and material suppliers along with timely review by the Design team
- Assist the project team with submittal review, point out areas that require special attention

## **8. RFI's**

- Understand project specific RFI process
- Provide solutions including evaluation of potential schedule impacts
- Ensure RFIs reflect impact to all Trade Contractors

## **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.

## **10. Communication**

- Participate in staff meetings and OAC meetings
- Create agendas and lead weekly coordination meetings
- Coordinate with local building officials
- Communicate current job status and short-term goals
- Provide project communiques and directives as needed
- In coordination with the Client, provide proactive communication of impact to project neighbors
- Enter & review daily reports. Document progress and important conversations through photos, emails, and daily reports.

- 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

### **11. Training and Mentorship**

- Participate in 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.)

### **12. Relationships**

- Build strong relationships with foremen and crews
- Maintain and grow relationship with trade partners, clients and design team.
- Maintain relationship with local craft labor representatives
- Attend extracurricular company and industry events

### **PHYSICAL DEMANDS**

Lifting <25 pounds