

urbansites

JOB DESCRIPTION

JOB TITLE: Project Superintendent

DATE: 04.18.17

DIVISION: Construction

STATUS: Exempt

REPORTS TO: Project Manager

POSITION OBJECTIVE

A USC Project Superintendent (*PS*) shall accept overall responsibility of the assigned jobsite and the daily activities of contractors working on the site to exceed the expectations of the clients, both external and internal.

The *PS* shall always conduct him/herself in a courteous, knowledgeable, and professional manner through leadership exhibited by one's actions, commitment to the project and personal appearance. The Superintendent's responsibilities fall within the four main categories: Safety, Schedule, Quality and Cost Awareness and Control.

A *PS* will report to the Project Manager. He/she will be responsible for the jobsite and oversee the daily activities of contractors working on the site.

A *PS* will be evaluated and rated against the job description parameters set forth below. While carrying out all of these responsibilities, the *PS* must consistently reinforce our mission.

DAILY/TYPICAL ACTIVITIES

- "On-time" arrival at the jobsite each work day morning (first one in).
- Complete understanding of the construction documents and the details therein.
- Daily coordination of work activities amongst the sub-contractors and USC personnel on site.
- Check, monitor and respond to e-mail throughout the day.
- Complete the daily reports each day.
- Ongoing photographic documentation of the project progress and filing photos on the server.
- Fulfill daily and weekly safety inspection and reporting requirements.
- Daily interaction with Project Manager on project progress, constructability and sub-contractor issues, extra cost issue, etc.
- Continual observance of construction activities, noting the correctness and the overall quality of the work per the contract documents, and the refusal of sub-standard workmanship.
- Being a courteous and knowledgeable liaison to owners, inspectors, and other visitors to the site.
- Verify that the jobsite is secure at the end of each day (last one out).

JOB RESPONSIBILITIES

- **Safety:** The safety of USC personnel, subcontractors, owners and visitors to USC project sites is the number one priority of all USC personnel. A USC *PS* must possess and, where applicable, be able to demonstrate the following safety core competencies:
 - An understanding that, in all planning, estimating, bidding, buyout, purchasing, scheduling, supervising and all other tasks involved with managing a project, Safety must be the primary consideration and will trump all other considerations when carrying out these tasks.
 - Completion of OSHA 30-hour training.
 - Trained in First Aid.

- Understanding of OSHA inspection procedures and ability to represent USC during such inspections.
- **Schedule:** Create a reasonable and detailed construction schedule each jobsite. It allows you to plan for and anticipate upcoming work on the job and enforce the expectations of the project schedule with the subcontractors. This will include:
 - Basic knowledge of the construction scheduling process.
 - Participate in making up the schedule for the project.
 - Maintain a posted copy of the schedule for the sub-contractors to view.
 - Understand and refer to the schedule as a base line for progress throughout construction.
 - Notify the Project Manager of any activities having an adverse affect on the schedule.
 - Maintain a 3-week look ahead schedule.
- **Quality Control:** A *PS* must possess and be able to demonstrate the following competencies
 - Ability to interpret and understand the plans, specifications and submittals and willingness to hold everyone accountable for their contractual obligations.
 - An understanding of layout procedures and the ability to determine if layouts are correct.
 - Maintaining established vertical and horizontal controls.
 - Knowledge and ability to manage Green/Sustainability initiatives.
 - Knowledge and understanding of site utility connections and requirements.
 - Building layout and foundation placement.
 - Knowledge of special inspections for required installed work per local codes.
 - Verification of elevations (ie: beam pockets, anchor bolts, etc)
 - Oversight during framing layout with special attention to blocking requirements, door and window rough openings and transitions, subsequent finishes and their relationship to framing.
 - Verification of all MEP rough-in locations. Do they coordinate with owner furnished equipment?
 - Oversight for proper installation of building envelope (ie: building wrap, caulk, insulation, flashing, etc.)
 - Proactive in providing quality workmanship at all times.
- **Cost Awareness:** Cost issues will arise through the construction process. Provide timely communication with the Project Manager when additional cost will likely be incurred.
 - Notify *PM*.
 - Solicit cost information from subcontractors and submit to *PM*.
 - Verify and sign ticket work on a daily basis.
 - Assist *PM* as needed to provide backup paperwork for COR's.
- **VALUES, SKILLS, KNOWLEDGE AND ABILITIES**
 - Commitment:
 - Firm commitment to company core values.
 - Commitment to working in a collaborative, team environment.
 - Genuine curiosity.
 - Passion:
 - Demonstrate passion for people, walkable urban areas, and transforming neighborhoods.
 - Education Degree:
 - Associates degree +6 years relevant industry experience.
 - Personal Growth:
 - Have desire to be the best.
 - Positively impact others you are working with.
 - Computer Skills:
 - Embrace technology
 - Ability to use Microsoft Office, Computer Ease, Microsoft Project
 - Industry Knowledge:
 - Due to the variety of projects that USC targets for construction, a wide breadth of knowledge is desired:

- Commercial and residential types of construction.
 - Development of sites, utilities and infrastructure.
 - Government services including zoning and permitting.
 - Sustainable design concepts.
 - Understanding industry trends and innovation.
- Leadership:
 - The *PS* must be able to lead both clients externally and project team members internally.
 - Time Management:
 - Develop organizational, planning and time management abilities to help creatively solve problems.

EMPLOYEE SIGNATURE: _____ DATE: _____

HIRING MANAGER: _____ DATE: _____