Weidner
CONSTRUCTION SERVICES

Project Superintendent Job Description

Job description – The Project Superintendent is responsible for the day-to-day communication, leadership, planning, organization and control of assigned site(s)/project(s) to meet the operational goals of Weidner Construction Services and the "Expectations" defined for this position. The Superintendent must embody WCS's commitment to safety, quality, and integrity while efficiently managing and executing the site construction in accordance with budget and schedule goals. The Superintendent serves as WCS's front line site representative in relations with clients, subcontractors, and vendors. This position reports to the General Superintendent.

RESPONSIBILITIES

- Ensure the safety of all individuals working on and/or visiting the site. Require compliance with WCS's safety requirements and all other safety requirements affecting the work.
- Know the contract documents and require compliance with all aspects ensuring quality work from WCs and its Subcontractors.
- Supervise and manage all aspects of the site including site layout and logistics, working hours, site security, cleanup, etc.
- Obtain construction equipment, resources, and field personnel necessary to support construction management and WCS self-perform activities.
- Obtain misc. materials identified by the PM necessary to support construction management and WCS self-perform activities.
- Coordinate all testing activities, engaging and scheduling agencies (where required) and ensure all tests are preformed and documented.
- Manage and supervise all subcontractors and personnel on site
- Manage and supervise assigned foremen and WCS personnel for self-perform work.
- Complete daily reports accurately and timely.
- Complete timecards for assigned personnel accurately and timely.
- Document construction and issues with photographs and maintain photos.
- Participate in the pre-construction process (where applicable) providing input to the PM relating to phasing, scheduling, site logistics, resources, construction means and methods, YE opportunities, and constructability reviews.
- Develop, in conjunction with the PM, the project baseline schedule. Provide status and forecasts for periodic updates (weekly), hold site scheduling meetings (if applicable) and ensure compliance with the project schedule by all project participants.
- Maintain client communication and satisfaction in a timely manner.

- Maintain a control set of site documentation including current drawings, specifications, addenda, and ASI's, RFI's, Submittals, subcontracts, and other pertinent information. Update documents as necessary.
- Act as front-line supervisor and primary site contact for all subcontracts.
- Schedule and expedite subcontractor work, suppliers, resources and consultants.
- Identify and/or review document discrepancies and questions that have been identified by other parties. Attempt to resolve through a thorough review of all documents, communication with the PM. Provide necessary input to the PM for generation of an RFI (where applicable).
- Participate in Submittal process, as requested by the PM, providing input, analysis, review, and/or site measurements.
- Manage as-built process by maintaining control as-built documents and ensure periodic updates are being performed and recorded.
- Identify unforeseen conditions, discrepancies, and owner-initiated changes. Provide input to PM for performing estimates and establishing budgets for base and change order work.
- Participate in subcontractor scope review meetings.
- Hold and lead pre-installation meetings (where applicable).
- Actively participate in Owner job conferences providing summaries of completed activities, current status, future activities, and any other necessary information.
- Actively participate in and/or lead subcontractor job conferences.
- Provide input to the PM necessary for evaluation and approval of subcontractor and supplier and change requests.
- Provide input to the PM necessary for evaluation and approval of subcontractor and supplier invoices.
- Participate in preparation of punchlist (Pre-Architect Punchlist) and ensure items are completed.
- Schedule and document closeout activities including Demonstration and Testing Activities, Owner Training activities, and turnover of spare parts and extra stock.
- Participate in preparation of punchlist (Architect/Owner Punchlist) and ensure items are completed.
- Document lessons learned to PM for inclusion in the Historical Cost report and for future use.
- Other roles and duties as assigned by supervisor.

The above list is not intended to be all-inclusive, and the person filling this role may be requested to assist with other Weidner Construction Services projects, tasks or functions.

QUALIFICATIONS

EXPECTATIONS

The incumbent must demonstrate the following:

- Successful completion of the project. The Superintendent has the ultimate oversight and accountability for all site aspects of the project.
- Adherence to all safety requirements and the safe completion of the project by ALL associated with the project.
- Fulfillment of all contract requirements and that the Client is provided with a quality project.
- WCS's financial performance goals are met and/or exceeded.
- The contract schedule is met and/or exceeded.
- Effective communication at the highest level with supervisor(s), Superintendent, accounting, and other WCS individuals.
- Effective Communication at the highest level with Client (s), designers, subcontractors, suppliers and other external individuals.

WORKING CONDITIONS

Work Hours:

40+ hours per week, typically Monday - Friday.

Equipment Requirement:

Required to wear safety shoes and personal protective equipment as tasks dictate.

Mental Demands

There are a number of deadlines and competing priorities that the incumbent will encounter in this position, which may cause stress, and the potential to encounter situations that will require the incumbent to maintain his/her composure and professional demeanor. The person in this position must be able to handle emergencies in a calm and effective manner.

Work Attire

In accordance with the Employee Manual, safety shoes are required. Unripped jeans, dickies or khakis may be worn, along with a company logo-shirt or appropriate work-shirt (no white undershirts or tank tops). Good judgment should be used and a sloppy appearance avoided. Personal Protective Equipment shall be worn as needed.

The above description is intended to describe the general nature and level of work to be performed in this position, and is not intended as an exhaustive list of all responsibilities and conditions of this role, nor are each of the specific duties listed anticipated to be performed on a daily basis. ***By signing below, the incumbent indicates that they have read and understood the position description and have had an opportunity to discuss it with his/her supervisor.***