



THE DANIELE COMPANY
CONSTRUCTION MANAGER | GENERAL CONTRACTOR

Job Description – Superintendent

General Position Summary

The Superintendent is responsible for field operations on the project(s) assigned in order to achieve timely and profitable completion of each project. The Superintendent directly supervises field labor force, including laborers/craft workers. This position must demonstrate strong leadership, organizational and time management skills, as well as have strong communication and client service skills.

Major Duties & Responsibilities

- Maintain good relationships with internal and external clients, including representatives of Owner and Architect/Engineer
- Communicate and enforce Safety and Health Management Program
- Demonstrate commitment to an Injury-Free Environment through own actions and mentoring others
- Direct day-to-day on-site supervision of field labor force including assistants, foremen, subcontractors and other construction related personnel
- Read and thoroughly understand project contract requirements
- Assist in the supervision and responsibility of the total construction effort in accordance with design, budget, quality, and schedule
- Assist with providing technical assistance (interpretation of drawings, recommendation of construction methods and equipment, etc.) as required including mechanical, electrical, plumbing and fire protection
- Actively participate in the subcontract scope preparation, contract preparation, and contract buyout
- Inspection of Contractor or (Sub)Contract operations to ensure compliance with Contract
- Review and approve Trade Contractor Payment Applications with Project Manager
- Develop and maintain site logistics plan, in coordination with Project Manager
- Conduct quality inspections; Maintain Quality Assurance and Controls
- Coordinate site testing and inspection efforts
- Monitor costs, including labor time and material
- Demonstrate commitment to an Injury-Free Environment through own actions and mentoring others
- Manage schedules, including preparation of detailed short-term schedules and ensuring all activities take place on or ahead of scheduled dates
- Prepare and submit Superintendent's Daily Reports to document weather and field conditions, trade and subcontractor manpower, progress and conditions impacting the project, as well as Accident Reports, Quality Reports, etc.

- Conduct subcontractor meetings
- Attend and participate in project meetings

Job Skills & Abilities

- Computer knowledge and efficiency, including Microsoft Office products
- Basic Knowledge of project management software programs
- Broad understanding of industry
- Familiarity with requirements of drawings and specifications and with terms and conditions of Project Contracts, Subcontracts and Purchase Orders
- Strong written and verbal communication skills
- Good math/accounting skills
- Strong management skills
- Strong ability to read drawings and specifications
- Functions effectively as part of a team
- Exhibits strong leadership qualities
- Ability to maintain discretion and confidentiality at all times
- Delegates work appropriately
- Strong decision making/problem solving skills
- Excellent time management and organizational skills

Authority

The Superintendent derives his or her authority, and performs all duties with guidance, from the Project Manager, Senior Superintendent, Project Executive or Account Manager. The Superintendent is responsible for supervising, managing and coordinating the efforts of the field labor force on a day-to-day basis. This person may supervise two or more professional level persons on a full-time basis.

Work Environment/Job Conditions

This position requires frequent walking, standing, bending, and reaching. He/she must be able to navigate the jobsite and must comply with all Company safety requirements in the office and on the jobsite. Heavy equipment may be used and he/she needs to be able to lift weighty objects.

Education and/or Experience

College or technical education desired
OSHA certification
First Aid/CPR certification
5+ years of industry experience