



JOB DESCRIPTION
Project Superintendent
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Reports to: President
Classification: Exempt

Department: Field

JOB SUMMARY:

Schedule, coordinate and monitor jobsite activities. Involves communication with the foreman of a variety of trade groups in effort to ensure the project is constructed in accordance with design, budget, schedules and safety program.

ESSENTIAL FUNCTIONS:

- The superintendent will need to assist in obtaining all documents necessary to begin construction projects (contractor's licenses, business licenses, tax licenses, permits, etc.) in the case that these items have not been obtained by the office personnel or the owner representatives.
- A current set of drawings shall be kept on the jobsite and ensure that the foremen of all subcontractors are working from the same set. The superintendents need to read the drawings prior to the job to insure that they know the job as well as possible. Post updates and changes as they are issued.
- The superintendent will need to locate local rental companies, lumber yards, dumpsters, labor services, etc. and set up credit accounts prior to construction needs.
- The superintendent will be required to maintain liaison with project manager, architects, owners, engineering, estimating, and planning to ensure work complies with drawings, specifications, schedule and budgets. His experience comes into play most often in dealing with the portions of the project scope of work that are in error or omitted from the contract documents. He will assist the project manager in evaluating changes and keep him updated of all changes to the contract documents and to issue written documentation for all major changes. It is preferable to discuss all changes with the project manager to see if a conflict among us can be resolved. If not, the Owner/Architect will need to be contacted in writing or via telephone depending on the importance of the issue. It is preferable to have the project manager write letters or RFI's for all important issues or major changes, unless authorized by the project manager.
- The superintendent will be required to assist the project manager in buying out the project trades and to locate local subcontractors. He may be required to assist the project manager in the ordering and purchasing of construction materials.
- The superintendent needs to work with the foreman of each subcontractor on site to make sure they are completing their job as per the contract exhibits.
- The superintendent is responsible for building the construction schedule. He will be required to coordinate with the foreman of assigned trades to ensure efficiency. He is responsible for keeping the project manager updated as to the daily work progress and adjusting the construction schedule weekly and to identify potential problems. It is preferable to have daily telephone contact with the project manager to discuss the project. Conduct weekly job meetings to discuss schedules or potential conflicts with the foremen of other trades and vendors. Conduct pre-construction meetings to set schedules and discuss safety procedures. Complete a new 3 week schedule each week.



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- The superintendent is responsible for quality control. He shall always be looking for ways to complete the work timely and in ways to help save costs (value engineering) but not forfeiting the high quality product. His experience will play an important role here. ADA requirements will fall into this scope of work by reviewing construction plans daily and verifying dimensions.
- The superintendent is responsible for the as-built drawings for the project. He needs to communicate with the foremen of each subcontractor to ensure that they are documenting their installation in the contract drawings and that changes are noted.
- The superintendent is responsible for maintaining a clean site and to monitor compliance with project safety program requirements. He is responsible for keeping documentation and ensuring corrective measures are implemented. He is to conduct weekly safety meetings as specified in the program and discuss potential situations with each foreman prior to the start of construction trades.
- The superintendent shall maintain well-organized files and a clean office.
- The superintendent is responsible for getting an inventory for all owner-provided items or items that we have ordered. The superintendent will need to verify that deliveries are on schedule and coordinate deliveries to have proper equipment and labor available to accept deliveries. All items received will need to be inventoried prior to accepting the shipment and signing the packing slip.
- The superintendent will be required to send in a weekly package that will contain the daily log sheets, construction photos, receipts for field checks, receipts for purchased and/or charged materials, etc. Daily logs should be faxed or e-mailed in on a daily basis.
- The superintendent is the direct contact of Coe Construction, Inc. in maintaining communications with unions, resolving jurisdictional disputes, requisitioning required manpower, etc. It is advisable that he represents Coe with a positive attitude and in the company's best interests.
- It will be the superintendent's responsibility to assure that all owner and architect punch list items have been 100% completed before leaving the job.
- The superintendent is responsible for turning in keys, cable TV boxes, furniture, telephone service, etc. and is scheduled to be shut off prior to leaving the premises.
- Understand and follow Coe safety policy and/or OSHA requirements.
- Project and monitor labor use, lumber materials and rental costs.
- Take weekly progress photos and email to the office.
- Periodically attend monthly Job Cost meetings.
- Maintain and develop relationships with the owner and architect for future work.



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ADDITIONAL RESPONSIBILITIES:

Additional responsibilities, as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work under pressure and coordinate numerous activities and foreman on site who need to cooperate to achieve maximum efficiency.
2. Good oral and written communication skills.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING AND EXPERIENCE:

1. Five years or more of experience assisting or monitoring construction projects of increasing complexity.