



SUPERINTENDENT

PRIMARY FUNCTION:

- Direct activities of all field personnel assigned to him/her.
- Control all day to day activities on his/her project.

TYPICAL DUTIES:

- o Study plans to become familiar with all work needed to complete job 100%.
 - o Study specifications to plan procedures for construction on basis of start and completion times and staffing requirements for each phase of construction, based on knowledge of available tools and equipment and various building methods.
 - o Assemble members of the crew (and other workers) at start of project.
 - o Order procurement of tools and materials to be delivered at specified times to conform to work schedules.
 - o Confer with and direct supervisory personnel and subcontractors who are engaged in planning and executing work procedures; interpreting specifications, and coordinating various phases of construction.
 - o Confer with supervisory and engineering personnel, inspectors, and suppliers of tools and materials to resolve construction problems and improve construction methods.
 - o Inspects work in progress to insure that workmanship conforms to specifications and that construction schedules are adhered to.
 - o Responsible for reports on progress, materials used, and costs. Adjusts work schedules as indicated by reports.
- **Safety**
 - o Conduct Weekly Tool Box Talk meetings. All reports are to be signed and turned in.
 - o Attend all management safety meetings.
 - o Ensure safe production of all employees.
 - o Instruct employees to recognize and avoid jobsite hazards.
 - o Participate in accident investigations.
 - o Call 'One Call' before digging.
 - **Supervisory**
 - o Be directly responsible for employees under his/her supervision.
 - o Be available by phone at all reasonable hours when his/her employees are on his/her jobsite. This includes Monday through Friday (nights and weekends when applicable).
 - o Begin workday early.
 - o Be on jobsite when employees are working; example – Monday mornings.
 - o Confer with supervisory personnel to resolve complaints and grievances within work force.
 - o Promote and develop new people.
 - **Equipment**
 - o Ensure that only qualified people will be operating equipment.
 - o Secure tools and equipment to prevent theft.
 - o Maintain company vehicle in an orderly manner; clean and organized.
 - o Maintain inventory of small tools and equipment.