

To provide on-site coordination for all phases of construction projects, including managing personnel, subcontractors, material, and equipment. Ensuring specifications are being followed, and work is proceeding on schedule and within budget.

The Project Superintendent is responsible for the timely completion of the project and guaranteeing that the project is constructed in strict accordance with plans, specifications, and local codes. Superintendent is also responsible for scheduling, inspections, quality control, and job site safety. Project Superintendent shall schedule all personnel, subcontractors, consultants, and vendors in junction with the Project Manager. Conflicts or revisions to the plans will be communicated with the project team (i.e., project manager, architect, engineer, consultant, owner) for mutual resolution. The Project Superintendent shall establish and enforce job site quality control programs.

Essential duties and responsibilities include, but are not limited to:

- Contract Documents (drawings and specifications) – Have a complete understanding of contract documents (including that work of subcontractors & other prime contractors)
- Schedule employees, subcontractors, consultants, and vendors
- Perform quality control duties
- Communicate with project team regarding RFI's, change orders, submittals, deviations, and discrepancies from contract documents
- Ensure that the subcontractor is fully executing and complying with his contracted scope of work
- Coordinate required inspections with local jurisdictions
- Identify employee & subcontractor non-compliance with safety, health, and environmental quality standards
- Identify conflicts & challenges in construction progress and communicate them to project team for resolution
- Maintain daily log (written & photos) of activities on the jobsite
- Perform superintendent duties at multiple job sites simultaneously
- Correcting all deficiencies identified by project team
- Walk entire jobsite on a project daily to monitor activities and assist in future planning
- Weekly coordination meetings with all applicable parties
- Issue notice to the Project Manager (email for documentation purposes) of non-compliance to subcontractors regarding quality of work or scheduling
- Ensure that the job site is always kept in a clean and organized manner
- Perform job progress and completion punch list identification and completion
- Clean and prepare construction sites
- Stage, measure, mark, cut, and prepare materials
- Clean and dispose of materials on project sites
- Load, unload, and identify building materials, machinery, and tools, and distribute them to the appropriate locations as directed
- Delivery of materials and equipment
- Daily toolbox talk / coordinate with the project team (prepare work list the day prior)
- Prepare and secure job site daily
- Schedules and procures tools and equipment necessary for the project
- Meets with Project Manager as needed to review the scope of work for each new job. Keeps the Project Manager apprised of the status of any assigned job in progress.

- Determines manpower, materials, and equipment needed to complete each phase of job in an efficient manner in conjunction with assigned Project Manager. Notifies Project Manager of any shortages or slippage in the schedule that will negatively impact final job completion and / or job costs.
- Resolve conflicts or miscommunication that may happen on-site quickly and amicably.
- Ability to anticipate future consequences of present decisions or courses of action
- Quality: Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve own performance; monitors own work to ensure quality
- Quantity: Meets productivity standards; completes work in timely manner; strives to increase productivity
- Safety and Security: Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly
- Adaptability: Adapts to changes in the work environment, able to deal with frequent change & delays
- Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent
- Dependability: Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary; completes tasks on time
- Initiative: Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed
- All other duties as assigned

Secondary Function

- Identify areas of work that are outside of subcontracted scope
- Preside at pre-construction meeting with each subcontractor
- Opening the jobsite at beginning of the day and securing the jobsite at the end of the day
- Submittal & shop drawing review

Knowledge, Skills, and Abilities:

- Provide direction to and resolve problems amongst subcontractors and vendors
- Ability to identify deficient work and provide resolution
- Communicate using the following tools: telephone, written logs, email, computer, smart phone devices
- Endurance and ability to visit entire job site, including stairs or other elevated structures
- Monitoring jobsite general health and safety
- Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments
- Focuses on solving conflict, maintains confidentiality; listens to others without interrupting; keeps emotions under control
- Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, participates in meetings
- Writes clearly and informatively, presents numerical data effectively, able to interpret written information
- Balances team and individual responsibilities, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above own interests, able to build



Superintendent Job Description

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morale and group commitments to goals and objectives, supports everyone's efforts to succeed

- Prioritizes and plans work activities, uses time efficiently, plans for additional resources, organizes, or schedules other people and their tasks, develops realistic action plans
- Treats others with respect and consideration regardless of their status or position
- Accepts responsibility for own actions

Physical Demands:

- This position involves work at a construction site where duties will be performed both indoors and outdoors
- Overtime may be required to meet project deadlines
- Reach with hands and arms
- Climb or balance; stoop, kneel, crouch, or crawl
- The employee is occasionally required to sit
- The employee must occasionally lift and/or move up to 100 pounds

Work Environment:

- The noise level in the work environment is usually loud
- Must be able to work in all indoor and outdoor conditions
- Exposure to construction materials