



Project Superintendent

Reports to President, Coordinates on Project: Field Staff, PC & PA for Project

Basic Functions: Be directly responsible and accountable for the construction execution including best scheduling, highest quality product and safest sites. Work as a team with the project manager and field staff to ensure client satisfaction and maximize profitability in all activities.

Effectiveness Areas	Duties	Standard of Performance/ Measurement Method
a) Pre-Construction and Project Start-up	<ul style="list-style-type: none"> – Works closely with Project Manager to review scope of work and detailed drawings for each successful trade/supplier to avoid misunderstandings and conflicts. – Coordinates with Project Manager to provide a well thought through construction schedule that is a balance between Client needs and construction reality. – Complete project start-up checklist and complete associated responsibilities. – Project planning and mobilization. 	Project start-up checklist completed.
b) Site Supervision and Coordination	<ul style="list-style-type: none"> – Attend regularly scheduled office meetings. – Establish and review proper and cost effective construction procedure and monitor to assure conformance. – Provide consistent and timely on-site inspection and supervision of all project trades/ suppliers. – Work to develop client relationship. – Coordinate to schedule suppliers and trades on-site to ensure schedule is met. – Periodic schedule updates which shall be monthly or more often as needed by changing job conditions. – Review schedule, sub-contract schedule of values, and prepare cash flow estimates based on project milestones. – Communicate effectively with clients, consultants, subcontractors, suppliers and company resources to ensure project proceeds properly and inflammatory conflict is minimized. – Be responsible and accountable for project budget aspects eg. Rentals, labor, equipment. – Coordinate and attend inspections with consultants, inspectors, clients, OH&S, and municipal inspectors. – Conduct mandatory site meetings with subcontractors and owner, in cooperation with Project Manager at a minimum every two weeks. 	<p>Satisfied client.</p> <p>High quality product.</p> <p>Complete project on time.</p> <p>Accurate reporting.</p> <p>Minimal (0) deficiencies.</p> <p>Accurate reporting.</p> <p>Minimal site conflict.</p> <p>Minimal project emergencies.</p>

	<ul style="list-style-type: none"> – Complete project paperwork quickly and accurately and submit to office in a timely fashion. Shall include detailed Daily Reports and photos <u>clearly</u> documenting job progress and resources used. – Record all extra work over and above original project scope and forward all additional costs to the Project Manager. No additional work or changes in work can be performed without a signed Change Order Request form or Field Authorization form from the Owner. – Complete accounting paperwork correctly and submit in a timely fashion. – Project should be documented and run with the idea that someone could walk in and take it over at any time. 	<p>Good paperwork.</p>
<p>c) Completing the Project and Project Closeout</p>	<ul style="list-style-type: none"> – Inspect projects to ensure the sub-trades are completed to full extent of project scope within acceptable quality standards. – Attend punch list, deficiency walk-throughs, and final inspection meetings. – Execute and complete punch lists, deficiency lists, and warranty items. – Demobilize site, clean up and complete any outstanding out of season work. 	<p>Letter received</p> <p>Project Closeout Checklist completed.</p>
<p>d) Safety</p>	<ul style="list-style-type: none"> – Responsible for safety on the site. – Ensures all on site project staff are committed to the safety program. – Ensure that safety program is followed by all parties. – Ensures all safety paperwork complete and filed (Refer to Safety Manual). – Work closely with safety department when conflicts, safety issues, or accidents occur. – Works closely with the safety department to ensure that safety funds budgeted for each project are used to maximum benefit. 	<p>Outstanding safety record.</p> <p>Works with project team to eliminate or reduce accidents.</p> <p>Works with safety to establish new procedures.</p>
<p>e) Ongoing Responsibilities</p>	<ul style="list-style-type: none"> – Professionally and efficiently handle and administer multiple tasks on projects with excellent communication, interpersonal, and organizational skills. – Identify growth and training opportunities for themselves and team members to management for overall growth and development of construction operations group. – Volunteer for project or ongoing company or local committees (Safety, social, golf, operations manual, estimating, community giving, etc.). – Work closely in teams with other PM's or superintendents from branch, other PM's in branch, or other PM's or superintendents within company. – Continually evaluate and communicate process and procedure innovations to streamline company operations and maximize profitability. 	<p>Handle multiple tasks well.</p> <p>Participate in training for growth</p> <p>Participation on committees.</p> <p>Good team player. Improves processes.</p>