

Job Title: Superintendent
FLSA Status: Exempt
Department Field Operations
Reports To: Senior Project Manager
Prepared Date: July 27, 2009
Prepared By: Jocelyn Collett
Approved By: William Hollingsworth
Approved Date: July 27, 2009



Summary:

The Superintendent position is defined by the company as the supervision and coordination necessary to unite all subcontractors, vendors, and "in-house personnel" in a safe manner; ensuring the completion of a quality project within the allowed budget and scheduled time frame.

Duties:

- Have a thorough understanding of all applicable building codes and their relation to a given project, as well as, understanding the building inspection process and having the responsibility to familiarize the project's "team" with the requirements of the authorities within the project's local jurisdiction.
- Ensure that the general contractor, subcontractors, and vendors comply with all local licensing requirements and obtain all required permits in a timely manner.
- Accurately list all existing conditions, on a Pre-Conditioned Report form, of a project job site and its surrounding areas prior to mobilization and submit to the Owner, for approval.
- Maintain extensive knowledge of all drawings, plan documents, addendums, A.S.I.'s, and subcontractor bids throughout the duration of a project.
- Have a thorough understanding of all Owner and Subcontractor contracts.
- Have a thorough understanding of the rules and regulations applicable to a given project (i.e. architect procedures, building requirements, etc.).
- Ensure a project's schedule is initiated and distributed to the Owner, Subcontractors, etc. Maintain and distribute revised schedules to all applicable parties throughout the project's duration.
- Thoroughly document a project's daily activities on the Daily Log form and submit to the P.M on a weekly basis.
- Log all project time and material activities, accurately, onto a Time and Material Log, and submit, to ensure proper billing.
- Thoroughly understand and properly execute the company's subcontractor's Change Order policy and it's relation to FCBI Change Orders.
- Thoroughly understand and properly execute the company's Back Charge procedure to subcontractors and or vendors.
- Understand who the authorized person is that is capable, of making the decision, to change scope and/or contract value on a given project.
- Maintain consistent and professional correspondence, both verbally and by way of email/fax, with all client representatives, designers, subcontractors, vendors, co-workers, etc.
- Practice, and enforce safety upon your subordinates, on the jobsite, throughout the duration of a given project.
- Inspects work, in progress, to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- Prepares reports on progress, a long with materials used and adjusts work schedules as required.
- Finish a given project by ensuring all punch list items are completed in the contracted time allowed.
- Consistently ensure that all work performed on, and all materials delivered, to a jobsite, are of satisfactory quality and are immediately corrected if not.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions.
- Project Coordination - Communicates changes and progress; Completes projects on time and on budget.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs.
- Written Communication - Writes clearly and informatively.
- Change Management - Develops workable implementation plans; Communicates changes effectively.
- Ethics - Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.
- Judgment - Supports and explains reasoning for decisions.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have intermediate knowledge of Microsoft Word; Microsoft Excel; and Microsoft Outlook.

Supervisory Responsibilities:

Directly supervises all subcontractors, vendors and FCBI labor, on the job. Carries out supervisory responsibilities in

accordance with the organization's policies and applicable laws.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet or humid conditions (non-weather); work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds.

This job description of the Superintendent position is to be considered part of company policy as it has been approved by the company's president. This job description is subject to change, but is to remain in effect until superseded or canceled in writing by the same authority.

Signature of Employee

Date

HR Signature

Date