

Department:	Project Teams	Level:	
Position Title:	Superintendents	Position Type:	Full-Time
Reports To:	Project Manager	Status:	Exempt
Direct Reports:	None	Hours/Week:	40+

Reporting to this Position:	Subcontractors, Vendors, Suppliers, and all other people on site.
Authority:	<p>The Job Superintendent is granted all necessary authority to manage, direct and minister the operations of Devier Enterprises, LLC under the control of this position. These authorities include, but may not be limited to:</p> <ul style="list-style-type: none"> ● Within prescribed guidelines, recommend to the Project Manager the hiring, firing, disciplining, evaluating, subcontractors and individuals fulfilling functions reporting directly to this position ● The authority to take any reasonable action necessary to carry out the responsibilities of the position, as long as it is consistent with established Company policy and sound business judgment
Accountability:	The Superintendent is accountable directly to the Project Manager and the CEO.

1.0 General Description
<p>The Superintendent is the first line of field direction for Devier Enterprises, LLC and is responsible for directing all activities on the job site per company policy, the construction contract, drawings, specifications, and schedule. The Job Superintendent is responsible for all aspects of the job including: job completion goals, forecasting upcoming work, materials used on the job, subcontractor supervision, safety conditions, as well as tools and equipment used on the job, whether rented or owned by the company. This position will also be responsible that all paperwork needed by the office is sent in on time, and report any changing condition or related information about the job to the office</p>

2.0 Education Requirements	
Required:	High School Graduate or equivalent
Preferred:	Vocational Schooling, in engineering or construction methods, or a Degree in Construction
Certifications:	Driver's License, 10-hour OSHA Training

3.0 Experience Requirements	
Required:	Five years construction experience including experience in all phases of the construction activity performed by Devier Enterprises, LLC.
Preferred:	Five to ten years construction supervision experience with at least 5 jobs completed in all phases of the construction activity performed by Devier Enterprises, LLC

4.0 Skills/Knowledge/Abilities

- 4.1 Must have strong computer skills or willingness to learn.
- 4.2 Strong people management, organizational, and planning capabilities
- 4.3 Be a competent leader of construction projects, have the willingness and skills to monitor and control the activities of the activities on site, and properly implement the required motivational incentives for the accomplishment of those goals
- 4.4 Must have significant knowledge of construction techniques, surveying, and lay out work
- 4.5 Must be able to demonstrate the ability to supervise and organize the work of subcontractors, and other personnel
- 4.6 Must be able to read and understand blueprints, drawings, specifications, codes, schedules, and manuals
- 4.7 Must have strong written/oral communications effectiveness
- 4.8 Must have good math ability (add, subtract, multiple, divide)
- 4.9 Must be willing to sustain field work at job sites thru vendor foremen under construction in the various weather conditions. Some job sites can be dirty, dusty, and muddy. Also required is travel by truck to reach the job site. Willingness to travel for prolonged duration to remote locations in the southeastern United States
- 4.10 Understand and know of how to deal with people effectively with varied backgrounds.
- 4.11 Must be a leader and motivator, bringing integrity, fairness, concern for all persons involved, and good judgment and decision-making to the position.
- 4.12 Must be able to manage and work with a diverse group of individuals with widely varying backgrounds
- 4.13 Must be able to exhibit integrity and ethics at the highest level
- 4.14 Must be able to demonstrate sound fiscal judgment, anticipate problems and solve them with minimal cost
- 4.15 Must be a self-starter, persistent and dedicated without requiring excessive outside direction in getting the job done.

5.0 Responsibilities and Tasks

- 5.1 Responsible for the general administration and supervision thru vendor foremen of the assigned job so that it will be completed on time and within budget.
- 5.2 Establish and maintain necessary job files, samples, and other job documentation at the construction site
- 5.3 Attend a company pre-construction conference meeting, when scheduled, with the project manager, and other necessary staff members so that you will understand the company's goals or objectives and scope of work for the project.
- 5.4 Attend the company-client pre-construction conference meeting so that you will understand the client's goals or objectives for the project; the client's policies and how they relate to you; and other work requirements
- 5.5 Coordinate with the subcontractors selected for the job, so that they will understand their scope of the work, and they can be informed of the schedule and the anticipated dates they will be needed.
- 5.6 Responsible to maintain adequate project staff to do the work, if needed (within existing company guidelines), during normal hours, so that overtime will be kept to a minimum.
- 5.7 Responsible for the safety of the job and to comply with the safety programs established by the company. To be aware that unsafe practices cost the company time and money and need to be avoided.
- 5.8 Approach your work and responsibility by looking into the future, at least 3-4 weeks ahead. To be aware of the upcoming work needed to be performed, so that you will make proper plans to make sure that it is accomplished. To communicate and inform your project manager of your planned work by supplying him with the 3-Week Interval Schedule on the Friday prior to the schedule becoming effective, and to keep him up to date if your schedule changes. To review and update your schedule on a weekly basis.

- 5.9 Conduct preparatory meetings with your subcontractors to identify the scope of the work to be done, the time needed, and to inform them of hazard and safety related items.
- 5.10 Anticipate the material needs of the job and to identify those items 2 to 3 weeks before they are needed, so the job schedule can be kept, and the job will not be held up or delayed.
- 5.11 Responsible for the proper use of rental equipment and to be able to justify those needs to your project manager. To verify the cost of the equipment and to make sure that you are charged the agreed upon amount, prior to having the Project Manager authorize. Rental equipment and the charges for the rental equipment will be recorded on your daily reports.
- 5.12 If you receive any tools or equipment from the company, including vehicles, make sure that they are serviced in accordance with manufacturer's recommendation. This means having the oil changed on vehicles every 3,000 miles, making sure tools are properly lubricated, and equipment is properly serviced. It is your responsibility to make sure tools are secure, to log on the daily report who is using them, and to make sure they are returned at the end of the day. Office and computer equipment issued to you are your full responsibility.
- 5.13 Responsible for the security of the job site to include plant, materials stored on the job, and materials in place.
- 5.14 Maintain physical inventory control procedures, which will protect the materials, equipment, and supplies at the job site and provide for the efficient selection and use of same.
- 5.15 Fill out the following paper work in full and send it to the office on time.
- 5.15.1 Daily Reports - submitted daily
 - 5.15.2 3-Week Interval Reports - submitted weekly
 - 5.15.3 Photo documentation - submitted bi-weekly & as directed
 - 5.15.4 Material Receiving Log and Receipts - submitted daily
 - 5.15.5 Field Change Reports - for changes and modifications to existing conditions - daily
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 - 5.15.7 Expense Reports and receipts properly coded - submitted weekly
 - 5.15.8 Weekly Job Purchase Log - submitted weekly
 - 5.15.9 Back Charges - submitted daily
 - 5.15.10 Correspondence - submitted daily
 - 5.15.11 Timesheet - submitted bi-weekly according to payroll schedule
 - 5.15.12 Safety Meeting Minutes and Log-in Sheet - submitted weekly
 - 5.15.13 Any other paperwork or documentation requested by the Project Manager
 - 5.15.14 Pre-construction meeting agenda & notes - submitted as directed

(These reports are an important tool, which keeps the office informed of your job progress. They protect both you and the company by documenting the work being performed on the job, materials delivered to the job, and conditions that may change on the job. If you have a written record, you don't have to remember...you can look it up.)

- 5.16 It is your responsibility to keep your project manager informed concerning your job. Maintain good communication so that he is never surprised by occurrences on your job. Make sure that your communication is open, frank, and often.
- 5.17 Coordinate job completion efforts, keeping the Project Manager advised of progress and any obstacles encountered
- 5.18 Responsible for maintaining accurate records of all expenses incurred on job, to have the receipts for all reimbursable amounts.

- 5.19 Assure that no work is performed prior to the obtaining of required licenses and permits. Responsible for the proper display of all licenses, permits, inspections records, or other government dictated forms and documents.
- 5.20 Review all Plans and specifications often to remain familiar.
- 5.21 Review all Shop Drawings often to remain familiar.
- 5.22 Oversee the proper set up of the job when it begins and take down of the job when it terminates at all job sites.
- 5.23 Work with the Project Manager, Architect, Engineers, Utility Company's and the Owner to insure that utility applications are submitted, insure all schedule installs, and coordinate the setup of all utilities to include, but not limited to:
- 5.23.1 Gas
 - 5.23.2 Electric
 - 5.23.3 Water
 - 5.23.4 Sewer
 - 5.23.5 Telephone
 - 5.23.6 Cable
 - 5.23.7 Location and Marking of Utility Lines as needed
 - 5.23.8 Storm Drainage
- 5.24 Locate, have installed and maintain temporary utilities, and economize temporary utility costs.
- 5.25 The Daily Report is your job log. Make sure that you record all significant job activities criteria to include, material receipts, change in field conditions, work accomplished, manpower and subcontractors equipment present, owner interactions, and document any circumstances that may have future importance relative to change orders, back charges, safety problems or quality problems.
- 5.26 Develop the daily work schedule for assigned job.
- 5.27 Occasionally Review the Scope of Work for all purchase orders issued, both subcontractor and material.
- 5.28 Monitor the layout work performed by subcontractors or others.
- 5.29 Responsible for scheduling and coordinating the work of all subcontractors, including owner's direct subcontractors. Superintendent must be onsite during all work.
- 5.30 Restrict any subcontractor from starting work on the job who does not have proper insurance documents.
- 5.31 Verify that all subcontractors commit the required manpower required to perform the work to meet schedule parameters.
- 5.32 Verify that subcontractors schedule the required inspections expeditiously so that work proceeds according to schedule.
- 5.33 Meet with subcontractors as required to provide/secure information and/or to resolve problems.
- 5.34 Enforce quality and that work meets or exceeds contract specifications.
- 5.35 Responsible for monitoring the performance of all subcontractors and implementing corrective action if performance is below standard.
- 5.36 Send subcontractors and vendors Notice of Non-Compliance, when quality, delivery, or work progress does not conform to purchase order specifications or schedule parameters.
- 5.37 Recommend to the Project Manager the removal of any subcontractor who is not performing effectively.
- 5.38 Responsible for documenting any back charges to be levied against subcontractors when it occurs on the Field Change Report and forwarding the report to the office.
- 5.39 Maintain good relations with subcontractors so that warranty work will be performed in a timely manner.
- 5.40 Communicate with the office by E-Mail.
- 5.40.1 Regularly communicate with the Project Manager
 - 5.41.2 Forward documents to the office.
- 5.41 Responsible for all material delivered to the job site.
- 5.41.1 Prepared for material deliveries and coordinate the unloading and storage of materials.

- 5.42.2 Verify quantities and material delivered are as per specifications, prior to signing delivery tickets. Making sure the delivery receipts are forwarded to the office in weekly.
- 5.42.3 Stage material deliveries as required so the job site is kept in uncluttered and safe condition.
- 5.42 Return over ordered, changed, or defective materials for credit within 24 hours of discovery, and to notify your Project Manager of the fact.
- 5.43 Responsible for completing the construction project, per the approved plans, specifications and governmental codes and regulations.
- 5.44 Responsible for completing the project per the construction schedule provided by the Project Manager.
- 5.45 Responsible for the quality of all work performed, and materials used on the job.
- 5.46 Responsible for the safety of the job site and instituting corrective actions to eliminate any safety problems.
 - 5.46.1 Conduct safety meeting as required conforming with the Company's safety policy.
 - 5.46.2 Make sure there is a first aid kit on the job.
 - 5.46.3 That all appropriate safety signs are posted.
 - 5.46.4 That all personnel wear hard-hats when danger exists.
 - 5.46.5 That material clutter is eliminated and job site is clean and broom swept. To place trash cans where needed so debris, lunch bags and coffee cups can be disposed of properly. To enforce subcontractors to dispose of their discards.
 - 5.46.6 That barriers are in place when appropriate.
 - 5.46.7 That safety lighting is installed and in working order as appropriate.
 - 5.46.8 That GFI's have been installed and are used where needed.
- 5.47 Arrange for medical attention for any individual injured on the job site.
- 5.48 Document all accidents on the job site. As directed meet with insurance agencies, lawyers, and government bodies relating to any accident.
- 5.49 Responsible for coordinating any inspections of the job site. To get in writing from the appropriate local authority the schedule and requirements of inspections.
- 5.50 Identify changes in field conditions, specifications, or drawings and to document the changes on the Field Change Report Form. The form to be sent to the office immediately or at day's end as need provides.
- 5.51 Keep two sets of "As Built" drawings up to date by scheduling a regular weekly maintenance review to include subcontractor changes.
- 5.52 Administer all general conditions of the job.
- 5.53 Monitor the job site for any conditions that need to be addressed.
- 5.54 Responsible for project close-out.
 - 5.54.1 Keep the job site clean and debris free so that final clean up is performed only once.
 - 5.54.2 Have final and accurate "As Built" drawings.
 - 5.54.3 Minimize the final punch list by assuring work is complete when performed by subcontractors.
 - 5.54.4 Have the final punch list signed off when completed.
 - 5.54.5 Make sure the store manager is trained in working all HVAC, electric and plumbing equipment.
- 5.55 Responsible for coordinating with any client representatives assigned to or visiting the job site.
 - 5.55.1 Obtain Owner's approval for paint and finish samples and any other materials specified in the contract.
 - 5.55.2 Maintain good communication and relations.
 - 5.55.3 Make every effort to satisfy any schedule adjustments (make sure to keep the Project Manager informed of any adjustment requests).
 - 5.55.4 Make sure the completeness and quality of the work is satisfactory.
- 5.56 Place client satisfaction as a top priority, and place all efforts against this priority.

6.0 Measure of Performance

Performance evaluations will be done regularly on a 3-6 month basis. Criteria will be set for each job position based on adherence and demonstration of Devier's Core Values, Job Competencies, and Goals set by the department manager.

6.1 Exhibit the Core Values of the Organization

- 6.1.1 Define Success
- 6.1.2 Exceed Expectations
- 6.1.3 Value Communication
- 6.1.4 Inspires Others
- 6.1.5 Execute with Passion
- 6.1.6 Respects Others
- 6.1.7 We, not I
- 6.1.8 Accept Responsibility
- 6.1.9 Yes You Can!

6.2 Budget/Cost Control

6.3 Decision Making/Judgment

6.4 Initiative

6.5 Interpersonal Skills

6.6 Managing for Results

6.7 Project Management Skills

7.0 Acknowledgements

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that management has the right to change this job description at anytime

Employee: _____

Date: _____

Project Manager: _____

HR Manager _____

Date Hired: _____