

# MILLER ARCHITECTS & BUILDERS, INC.

## Job Description

**Job Title:** *Project Superintendent*

**Reports To:** Supervisor of Project Superintendents

**FLSA Status:** Exempt

### **Summary**

Directs activities of works concerned with the construction of buildings or other construction projects by performing the following duties personally or through subordinate supervisors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### DOCUMENTS

Study the drawings and specifications to plan procedures for construction on the basis of starting and completion times and staffing requirements for each phase of construction. Review with your Project Manager any comments and questions you have before construction starts.

### SUBCONTRACTS

Thoroughly read and understand the drawings, specifications, and subcontract agreements as furnished. During the project, review each subcontractor's work to ensure compliance with drawings and specifications. Notify the Project Manager of any discrepancies between documents and work, either prior to, during, or after installation. At the Project Manager's direction, take steps to correct such discrepancies.

### SCHEDULING

Produce job duration and weekly schedules and schedule each subcontractor's work far enough in advance to give them time to perform and to complete the project on schedule. Promptly notify the Project Manager if a subcontractor is not performing his work on a timely basis so that a three (3) day notice can be issued to them. You may refer to General Conditions and Special Conditions of the company's subcontract agreement. Order procurement of tools and materials to be delivered at specified times to conform to work schedules.

### QUALITY CONTROL

Enforcement of quality control is the first priority on the project. Refer subcontractors to General Conditions portion of the company's subcontract agreement.

### DELIVERIES

Immediately check all delivered materials for defects and quantities prior to signing any delivery tickets. Send all damaged material(s) back and adjust quantity discrepancies on the delivery ticket. The driver must sign a Purchase Order or some form, noting the returned material(S). DO NOT let the driver leave before this is done.

### PURCHASING

Purchase materials as directed by the Project Manager. Call at least two (2) places for quotes before buying.

### CLEANLINESS

Maintain a clean and organized (safe) job trailer at all times. Utilize the Warning/Dismissal Notice to issue a written notice to subcontractors who fail to follow your verbal order to place their debris in the area provided.

### SAFETY

Notify subcontractors verbally of unsafe acts or situations and follow it up in writing on the Warning/Dismissal Notice form. See the Special Conditions of the company's subcontract agreement.

### DAILY REPORT FORMS

Fill out the Daily Report Forms on a daily basis and turn them in with your timeslips on a bi-weekly basis. If there is any information that the Project Manager should know immediately (items d and e below), fax a copy of the Daily Report Form to the Project Manager. In addition to those items mentioned above, note the following items on the Daily Report Form:

- A. Weather Conditions
- B. Subcontractors at the jobsite. Were there enough workers to get the job done?
- C. Names of any visitors or inspectors.
- D. Any disputes with subcontractors.
- E. Any comments from delivery drivers regarding payment of goods. See Paragraph 1 of the General Conditions of the company's subcontract agreement.
- F. Items returned (note invoice or purchase order number).

### LABOR

Monitor all personnel on the jobsite. Do not hire or allow any personnel to be on-site that are not direct employees of the company without properly filled out forms, or personnel that are not in a subcontractor's direct employ and control.

### PROFESSIONALISM

Maintain professional conduct and appearance with Owner, Architect, Engineers, Inspectors, and General Public and wear the required uniform shirts while on the jobsite.

### OTHER

Confer with supervisory personnel and labor representatives to resolve complaints and grievances within the workforce.

Inspect work in progress to ensure that workmanship conforms to specifications and adhere to construction schedules.

Direct workers hired for major maintenance or reconditioning projects for existing installations.

Construction trade skills will be required to be performed after all supervisory, office, and other tasks are done.

## **Supervisory Responsibilities**

Directly supervises 1 to 24 employees of independent subcontractors that are working on the project. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

## **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 and/or Experience**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or ten years related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to subcontractors, clients, and other employees of the organization.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several predictable variables in standardized situations.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software.

## **Certificates, Licenses, Registrations**

Maintain a valid driver's license.

## **Other Skills and Abilities**

Ability to read and thoroughly understand architectural drawings and specifications.

## **Physical Demands**

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

While performing the duties of this Job, the employees are regularly required to stand; walk; use hands, to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to

sit and taste or smell. The employee must occasionally lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **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 regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.

### **Transportation**

This position requires traveling.

Personal vehicles are required for the first three months of employment for transportation to and from jobsites that are frequently out of town. Airplane travel will be used for projects in states outside of Minnesota, Wisconsin, Iowa, South Dakota, and North Dakota (based on feasibility). (After the first three months of employment, a vehicle will be assigned.

Overnight stays at jobsites may be required for projects that are more than 70 miles from our office.

Bi-weekly stays at a jobsite may be required for projects that are more than 400 miles from our office.

Rotation of project assignments from in and out of town will be used as much as possible.