

ALTMANN CONSTRUCTION COMPANY, INC. SUPERINTENDENT

Reports to: Project Manager, Vice President of Operations and President

Date: February 5, 2015

Job Function:

The Superintendent has day to day responsibility for construction of the work while leading the work crews ensuring projects are implemented efficiently, profitably and while exceeding expectations for quality and safety.

Duties and Responsibilities:

- Complete and submit daily reports
- Complete and submit weekly timesheets
- Maintain job progress to stay on schedule and provide daily update to Project Manager
- Complete hazard assessments
- Report all accidents to Human Resources and Project Manager immediately and complete appropriate accident form.
- Assign and monitor field staff and subcontractor tasks.
- Meet and maintain open line of communication with owner, architect and engineer throughout duration of project.
- Keep project site clean and appearance professional.
- Ensure associate vehicles, tools, and equipment are cleaned and maintained as they are being used, while also ensuring they are being operated by properly trained staff and following all DOT and OSHA regulations.
- Ensures proper signing in/out procedures are completed by visitors including all staff, subcontractors, architect, owners etc.
- Maintain overall safety of all person(s) on job site daily including completing or delegating daily safety checklist and completing safety inspections.
- Inform staff of the location of first aid kits, fire extinguishers, SDS's, egress routes and emergency information.
- Ensures that all staff and subcontractors are utilizing all personal protective equipment appropriately.
- Develops a thorough understanding of each project and creates a plan that leads to the successful construction of the project.
- Review and maintain the project schedule to ensure timely project completion date.

- Establish points of reference that enable and encourage expected productivity, and communicate expectations to employees and subcontractors.
- Build and maintain proper attitudes toward safety in those you supervise for the effectiveness and improvement of the safety program, and ensure that construction activities are performed with the utmost regard for the safety of all personnel involved, including yourself.
- Maintain quality standards on projects to minimize call-backs (re-work) and provide for complete customer satisfaction.
- Provide feedback/communication of project field activities to other departments.
- Review plans, specifications, material lists, and subcontracts for accuracy and completeness.
- Assure proper site preparation.
- Develop and report to Project Manager manpower and equipment needs in advance of need.
- Report manpower changes and project scheduling changes to Project Manager in a timely manner.
- Monitor subcontractor performance throughout project.
- Attend all project meetings as required.
- Confer with Project Manager on any structural changes that need to be made in the course of the project to eliminate company liability.
- Confer with Project Manager, owners, contractors and design professionals to discuss and resolve matters such as work procedures, complaints and construction problems in a timely manner.
- Inspect and review project to monitor compliance with building and safety codes, and other regulations.
- Foster and maintain customer awareness of construction process and progress; answer customer questions and address concerns.
- Provide customer with a positive construction experience and quality product that leads to complete customer satisfaction.
- Review assigned jobsite to audit quality of work and provide direction to crews.
- Participate in preconstruction meeting for planning of sequence of construction.
- Monitor subcontractor performance, quality and safety standards throughout projects.
- Review jobsite daily to monitor progress, performance, quality of construction, productivity, safety and efficient use of material.

- Maintain documents in job working file including as built drawings, shop drawings etc.
- Set performance standards.
- Order additional required materials and equipment as needed.
- Coordinate equipment requirements for job sites with Project Manager.
- Assist in establishing designated local suppliers for supplemental materials, supplies and other tools to be used by crews.
- Facilitate and lead toolbox talks weekly.
- Coach and assist staff in their career development to build skill levels within their position.
- Understand basic guidelines for human resource administration and implement as appropriate.
- Document staff positive and negative performance throughout the year as it occurs.
- Attend and participate in all required safety trainings.
- Ability and willingness to travel when required.
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Provide coaching and mentoring to all associates to educate and build skills.
- Demonstrate respect for the differences between personalities and work toward consensus through positive teamwork.
- Follow company policies and procedures.
- Perform job in a professional manner (appearance, language, behavior).
- Upholds the values and missions of Altmann Construction Co.
- All other duties assigned.

EDUCATION

Required: High School diploma or GED
 Preferred: Completion of Apprenticeship program or construction related Associates degree.

EXPERIENCE

Required: 3 years of proven experience in construction supervision with general contracting. Knowledge of construction industry practices and a proven record of achievement in managing construction activities on jobsites.

Preferred: 5 years of field supervisory experience. Knowledge of construction industry practices and a proven record of achievement in managing construction activities on jobsites.

LICENSING/CERTIFICATION

Required: Maintain valid Wisconsin Driver's License with proof of insurance.

Required: First Aid/CPR, Forklift certification, OSHA 10 Hour are required within the first year of employment.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of the general construction industry, the sub trades, and OSHA regulations.
- Ability and willingness to travel.
- Fluency with tools used in various trades.
- Must have mechanical aptitude and ability to handle physical and demanding requirements of the position.
- Ability to be aware of surrounding environment and conditions at all times.
- Ability to productively manage time and materials in order to maximize efficiency and quality.
- Ability to communicate effectively with all levels using a variety of communication tools.
- Ability to follow policy and procedures.
- Ability to perform tasks and follow directions assigned by the President and/or Vice President of Operations and Project Manager accurately and within the specified time frame.
- Computer knowledge, mathematics, business writing, organizational, technical, human relations and conceptual skills to manage project.
- Take pride in servicing the customer and have a strong commitment to safety.
- Ability to motivate others and create personal value within a team.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to be self-motivated.
- Skilled in decision-making.
- Ability to meet deadlines.
- Ability to work in stressful situations.

- Knowledge of Microsoft Office applications.
- Excellent written and verbal communication skills.
- Ability to interact with all levels of management.

PHYSICAL DEMANDS

Sitting, standing, walking, crawling, stooping, kneeling, crouching, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing and seeing. Often required to elevate to heights of 30 feet or higher.

PHYSICAL STRENGTH

While performing the responsibilities of the Superintendents' job, the superintendent is required to talk, hear, and see. The associate is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, stand, walk, reach with arms and hands, climb or balance, and stoop, kneel, crouch or crawl. Must have sufficient manual dexterity to be able to operate office equipment including, but not limited to computers, fax, copy machines and telephones. Must be able to elevate to heights of 30 feet or higher. Occasional lifting/carrying up to 75 pounds.

WORK ENVIRONMENT

Exposed to moving mechanical parts, vehicles and equipment. Also exposed to varying weather elements. The noise level in the work environment is usually moderate to noisy.

COMMUNICATE

Ability to represent the organization in a professional and positive manner.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Superintendent's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.