



## Superintendent

**Department:** Field Operations

**Reports to:** COO

**FLSA Status:** Exempt

**Approved by:** COO

**Revision Date:** December 1, 2016

**Supervisory Role:** Yes

### Essential Duties and Responsibilities

Directs activities of workers concerned with construction of roadways, water and sewage treatment plants, pipe work (gravity storm, sewer and pressure pipe), lift stations, airports, bridges, and channels by performing the following duties personally or through subordinates and other duties as assigned.

- Confers with Project Managers, supervisory personnel, engineering personnel, inspectors, and subcontractors engaged in planning and executing work procedures, interpreting plans and specifications, coordinating various phases of construction to prevent delays and resolve construction problems.
- Studies specifications to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction.
- Review all plans and project specifications to ensure that the project is built correctly and to the highest possible standards.
- Attend pre-construction and progress meetings to review and plan all stages of work.
- Assembles members of organization (supervisory, clerical, engineering, and other workers) at start of project.
- Plan and schedule all job site activities utilizing two week look ahead schedule. Identify design problems and errors, seek input and suggest solutions and remedies.
- Manages and inspects work in progress to ensure that workmanship conforms to plans and specifications, and the adherence to construction schedules.
- Prepares or reviews reports on progress, materials used and costs, and adjusts work schedules as indicated by reports.
- Maintain records of all work performed so that pay applications and subcontractor payments can be done in a timely manner.
- Directs workers concerned with major maintenance or reconditioning projects for existing installations.
- Interact with Equipment Manager on all issues regarding equipment services and job equipment requirements. Orders procurement of tools, equipment, and materials to be delivered at specified times to conform to work schedules. Maintain material and equipment for job site.
- Review and approve personnel actions suggested by Foreman such as promotions, hires, training, transfers, disciplinary actions, etc.
- Confers with Chief Operations Officer and Human Resources Director to resolve complaints and grievances within work force.
- Strict enforcement of Company standards and policies regarding safety procedures. Report any incidents or concerns regarding unsafe practices to management immediately. Conduct weekly safety meetings.
- Manages subordinate supervisor who oversees employees in Field Operations. Responsible for the overall direction, coordination, evaluation of employees. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance on time; rewarding and disciplining employees; addressing complaints and resolving problems.
- Manages suppliers and subcontractors with the Project Manager to ensure safety, profit, and schedule
- Complete comprehension and adherence of project contract documents, plans, specifications, subcontracts, purchase orders, shop drawings and all other documents related to the project

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1000 Jetstream Dr.  
Orlando, FL 32824

Phone: 407.856.8180  
Fax: 407.856.8182

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### **Qualifications, Education, Experience and Certifications**

- Associate's degree (A.A.) or equivalent from two-year college or technical school; or six (6) months to one (1) year related experience and/or training or equivalent combination of education and experience.
- Working knowledge of Project Management software; Spreadsheet and Word Processing software.
- Certifications: Intermediate Maintenance of Traffic, First Aid, CPR, Erosion Control, Storm Water Management, Confined Space, OSHA 30 Hour, OSHA Competent Person, Trench Safety, Rigging training, Manager training, defensive driving

### **Physical Demands and Work Environment**

- Will be exposed to outside weather conditions, be prepared for extreme heat and cold
- May at times be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electric shock; loud noise level and vibration.
- Regularly lift and/or move up to 100 pounds. Required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl and talk or hear
- Specific vision abilities required include close, distance, peripheral, depth perception and ability to adjust focus
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

### **Competencies**

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

- |                       |                         |                          |
|-----------------------|-------------------------|--------------------------|
| • Cost Consciousness  | • Job Knowledge         | • Diversity Commitment   |
| • Problem Solving     | • Oral Communication    | • Project Management     |
| • Delegation          | • Leadership            | • Safety and Security    |
| • Continuous Learning | • Written Communication | • Attendance/Punctuality |

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