

Job Title: Project Superintendent

The project superintendent is responsible for producing remodeling projects on time and within budget. The project coordinator oversees the project superintendent and works with them to facilitate smooth project progress. You will manage other employees and specialty trade contractors when they are on your project, including ensuring correct implementations. This will also include many clerical tasks to document the progress of the project. You will be expected to follow company guidelines, and hold others to the same high expectations, to achieve the highest level of customer satisfaction. Your performance is extremely important to the success of the project and the company, as you are the first line of contact with the client.

Summary:

Plan, direct and supervise activities of workers and subcontractors concerned with construction or remodeling of buildings, or other construction projects by performing the following duties personally or through subordinate supervisors.

Duties:

- *Conduct yourself in a professional manner at all times. Be a team leader, setting the standard for other employees and specialty trade contractors to follow. Discourage negative morale by offering positive suggestions to all challenges. Be honest and courteous to everyone you come in contact with. Dress appropriately (company shirt, clean pants, and work boots preferred over tennis shoes). Assure that all others under your direction follow these guidelines.*
- *Read, interpret, and update paperwork throughout the course of the project. This shall include the plans, specifications and scope of work, budgets, schedules, material purchase orders, specialty trade contractor agreements, daily project logs, timecards, change orders, and other documentation as required. Bring question, discrepancies, and unusual conditions to the attention of the Project Supervisor as they arise.*
- *Develop and maintain a schedule for each and every project, including starting and completion times and staffing requirements for each phase of construction. Be sure the project stays on or ahead of schedule. Notify the Project Coordinator if you will have any problem working to the schedule.*
- *Understand the scope of the project, and be ready to discuss and implement change orders as they occur. Do not perform additional work without a signed change order.*
- *Inspect work in progress to ensure that workmanship conforms to specifications standards of high quality and detail oriented craftsmanship, also to the adherence to construction schedules.*
- *Provide hands-on production of the projects from start to finish as needed. This will include, but is not limited to: demolition and tear-out, foundation layout, framing and structure formation, siding and exterior trim, decks and porches, window and exterior door installation, roofing and flashing, interior millwork and doors, cabinet installation, wood flooring installation, hardware installation, appliance installation, and final detailing/cleanup. You may also occasionally be required to perform the following tasks on an as-needed basis: minor electrical work, minor plumbing work, minor ductwork repairs/modifications, installation of fiberglass batt insulation, drywall repairs, priming and painting, ceramic tile installation, carpeting, vinyl flooring installation, and other tasks as needed to complete the project.*

- *Participate in pre-bid meetings with the Project Manager, Project Coordinator, and specialty trade contractors as requested. The purpose of this meeting is to review the project before commitments are made, allowing management to prepare an accurate estimate and scope of work.*
- *Participate in the pre-construction meeting with the Client, Project Coordinator, and Project Manager. The purpose of this meeting is to review the project and establish the ground rules for Client responsibilities and expectations.*
- *Participate in ongoing project meetings with the Client, Project Coordinator, and Project Manager as needed. The purpose of these meetings is to assure the flow of information to all parties involved.*
- *Communicate daily with the Project Coordinator, updating him on the project status and notifying him of any changes and/or discrepancies.*
- *Place a company sign in a visible location. Clean the sign as needed, maintaining the best company image throughout the project.*
- *Insure that all required inspections are performed. Order and coordinate all inspections with the local building inspector.*
- *Manage specialty trade contractors on your project. Work with the Project Coordinator to assist in selecting the proper specialty trade contractors. Schedule all specialty trade contractors to fit the project schedule. Manage expectations by outlining on-site policies such as the work schedule and daily clean up. Supervise specialty trade contractors to assure that the work is being completed correctly. Review weekly specialty trade contractor draws and approve those draw requests based work-in-place. Immediately notify the Project Supervisor of discrepancies and problems.*
- *Manage carpenters and laborers on your project. Work with the Project Coordinator to schedule additional help on your project at critical times. Manage and expedite the carpenters and laborers assigned to you by: assigning tasks with associated timelines, outlining your expectations, and checking their results. Review timecards submitted on your project for accuracy.*
- *Order all standard in-stock materials and arrange for all equipment/tool needs. The Project Manager and Project Coordinator will coordinate all special order material purchases. Create a take-off of all other needed materials and place the order in a timely fashion, allowing the vendor to deliver the items ahead of your work schedule. Receive and verify all deliveries, comparing the type and quantity of materials shipped against the original shipping ticket. Minimize trips to the vendor by planning your project well in advance.*
- *Make sure that all employees and specialty trade contractors follow company guidelines for safety. Inspect and maintain all tools, scaffolding, and equipment to OSHA standards.*
- *Maintain the project in a neat orderly fashion. Install and maintain adequate dust protection throughout the project. Use paint tarps and plastic to cover and protect all existing finishes. Provide weather tight protection throughout structure formation phases. Stack and maintain all materials in a designated area. Broom-clean the site daily. Remove construction debris as early as feasible. Lock and secure the premises at the end of each day before leaving.*
- *Respect the Client and their property. Make sure that all employees and specialty trade contractors;*
 - a) *Do not use any of Clients belongings including equipment and tools, phone, or cleaning supplies.*
 - b) *Do not smoke in the Clients home.*
 - c) *Do not play loud and offensive music.*
- *Act as Client liaison throughout the project. You will be the primary contact for the Client throughout the project. Speak knowledgeably and honestly with the Client. Maintain written communications in the daily project log. Provide solutions to their questions, soliciting help from the Project Coordinator*

and Project Manager when needed. Provide the Client with your phone numbers and be available after-hours, should an emergency arise.

- Collect payment for services rendered. Deliver Client invoices prepared by the office, and delivered by the Project Coordinator. Return all collections to the Project Coordinator.
- Participate in company meetings and training sessions.

Physical Demands:

While performing the duties of this Job, the employee is regularly required to walk, use hands and arms, stand, kneel, crouch or crawl. The employee will be required to lift objects weighing up to 80 pounds. The noise level in the work environment is usually moderate but can be loud.

Employee Acknowledgement:

I, _____, the employee, have reviewed this document and discussed its contents with my manager. My signature means that I have been advised of my job duties and fully understand the duties expected of me.

Employee Signature: _____ Date _____

Manager Signature: _____ Date _____