



## **-Site Superintendent-**

Position Summary: Completes construction projects by planning, organizing, and controlling projects; completing quality inspections; supervising subcontractors and staff during all field activities.

### **Job Description**

- Above all other responsibilities, the Site Superintendent is to be totally in charge of the daily activities on the project site, managing and supervising all employees and subcontractors. Secondary the Superintendent shall perform whatever physical work is needed for the betterment of the project, but only when time permits.
- Schedule and coordinate all on-site activities.
- Fill out and submit a daily report for each job that you are responsible for. Daily report should include at least 4 pictures relevant to the work that was completed for the day. Take special notes of any items that may of concern regarding quality and safety. Take pictures to record locations of blocking, plumbing, etc. Use tape measures or objects of known size to document size and location of objects.
- Accomplish construction human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Meets operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying construction management system improvements.
- Coordinate with subcontractors and suppliers to achieve project completion schedule.
- Meets construction budget by monitoring project expenditures; identifying variances; implementing corrective actions; providing non-project annual operating and capital budget information.
- Accomplishes construction project results by calculating resources required; enforcing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
- Assist in approving construction projects by conducting inspections at critical phases.
- Prevents fines and interruptions by complying with, and enforcing, codes.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures, complying with legal regulations.

- Updates job knowledge by tracking and understanding emerging construction practices and standards; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Assists with managing sub-contractors by locating, evaluating, and assist with selecting sub-contractors; monitoring and controlling performance.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Pickup permit from the permit office.
- Complete the Superintendent's Pre-Construction Checklist and submit to the Crestone Builders Project Manager.
- Take daily progress photos along with completing daily reports and forward to the Crestone Builders' Project Manager as a regular habit.
- Communicate with the Crestone Builders' Project Manager apprizing him of all project activities and any "challenges".
- Work with the Crestone Builders' Project Manager to develop any needed RFI's and/or change orders requests.
- Daily review and inspect subcontractors work for quality/code compliance, and direct them as to any needed revisions or corrections.
- Develop a relationship with the local jurisdiction building inspector(s) and Coordinate/Schedule required inspections with approving authorities.
- Perform a Preliminary Punch List and coordinate action prior to Owners/Architects Final Punch List creation.
- Coordinate the Final Owners/Architects Punch List walk through.
- Schedule all corrective action necessary to complete the Final Punch List in the time frame established by the Owner and Crestone Builders' Project Manager.
- Acquire all final inspections from approving authorities and achieve Certificate of Occupancy.
- Redline a set of project plans daily to create the "As-Built set of documents for the project. The "As-Built" documents shall be transmitted to the Crestone Builders' Project Coordinator on the completion day of the project.
- Arrange pickup of all job site items, i.e. storage containers, portable toilets and dumpsters on a regular basis.
- Submit Superintendent's project closeout paperwork to Crestone Builders Project Manager before leaving the project location.
- Submit final project photos to the Crestone Builders' Project Manager before leaving the project location.
- Ensure that the project site is kept safe, secure and clean daily. Employ staff to be certain these objectives are met daily by notifying the Field Services Project Manager in advance of the needs. Hire day labor if necessary, to meet this objective.