**SUPERINTENDENT**

**Roles and Responsibilities:**

1. Safety – Everyone is responsible for safety. Meet with EHS regularly when on project (No less often than once a week)
2. Lift/Tool/Resource Management. Ensure unused items need to be returned to the shop or rental company. Any new item procurement to be discussed with PM prior to order.
3. Responsible for crew scheduling. Prior to performing layoffs / hiring, discuss with PM.
4. Manpower forecasting.
5. Ensure Weekly Work plans are being completed and submitted.
6. Accountability of field teams
7. Training
8. Manpower skill utilization (ensure the right man for the job is being sent out)
9. Work with PM to develop site specific schedule and ensure it is being followed.
10. Safety - Ensure all QPS/Client safety procedures are being followed by field personnel.
11. Breakout project in Foreman Scopes.
12. Small project pricing. (all pricing to be reviewed by PM prior to submission)
13. Change order tracking/pricing. (all pricing to be reviewed by PM prior to submission)
14. Review Routing plan drawings & Approve
15. Review material orders
16. CO/Bid Passdown to Foreman
17. Review Foreman WWP/3 week look ahead, attend Weekly Work Plan Meetings
18. Subcontractors – Schedule, ensure safety rules are followed
19. Ensure Foreman have adequate time before project starts to produce routing drawings
20. Foreman Accountability
21. Review Foreman time cards.
22. Provide verbal project updates to project lead (PE/PM).
23. Review and approve Foreman laydown areas/locations.
24. Be accountable for locations of tools and equipment, review needs with project superintendent.
25. Work with project superintendent to plan manpower needs for scope of work.
26. Review foreman RFI’s for submittal.
27. Review foreman submitted utility and or shutdown requests.
28. Manage coordinating BIM work if required.