

Tri-Hurst Construction

Job Duties: Superintendent

Revision Date: July 15, 2021

Expectations:

Pre-opening Job Functions

- Review estimate/schedule of construction with Project Manager and become familiar with all contract documents including plans, specifications, schedules, drawings, subcontractors and suppliers.
- Determine equipment/tool needs. Submit completed Job Mobilization Checklist to Resource Manager.
- Participate in labor needs assessment and allocation.
- Participate with Project Manager in necessary meetings with client and general contractor in order to fully understand the scope and schedule of work.

Ongoing Job Functions

- Monitor all work on site to ensure compliance with safety policies.
- Effectively manage
 - Labor- manpower/# hours/morale/discipline.
 - Material- control waste
 - Equipment/tools- use and care.
- Schedule subcontractors early and often to make sure they are on site when needed. IT IS UNFORGIVABLE TO CALL A SUB ONTO SITE IF IT IS NOT READY! Coordinate. Coordinate. Coordinate.
- Ensure that all material and needed equipment are on site when needed. Err on the side of caution. Use 6-week look-ahead form to anticipate needs in the future.
- Monitor work to ensure compliance with contract documents.
- Monitor work to ensure high quality workmanship.
- Monitor work to ensure compliance with job schedule. Coordinate with PM on a weekly basis to update schedule.
- Coordinate work with owner, architect, subcontractors, and suppliers.
- Participate in OAC meetings as scheduled with the Owner and Architect.
- Resolve questions and complaints properly and quickly so final job completion is not jeopardized.
- Keep jobsite in neat and organized fashion.
- Plan. Plan. Plan No surprises.
- Identify opportunities to reduce cost or expand project through innovation, installation, procedures. Save labor and material.
- Identify, evaluate and train every level of crew on the job.

Project Documents

- Complete all project documentation on time and accurately.
- Daily Reports

Record Day, Date
Weather, high and low temps
Daily Goals
Materials arriving jobsite.
Self-performed and Sub crews on site and brief description of work accomplished
Significant decisions, phone calls, or other instructions from others.
Equipment usage
Attach photos of key items accomplished.

- As-Built drawings
Record any deviations from plans. Note RFI's, ASI's, Change Orders. Update promptly as changes occur.
- Photo files.
File photos on a weekly basis at a minimum. Identify date and location of each photo.
- Maintain SWPPP logs as required by law.
- Keep submittal files updated and current.
- Maintain a file of potential employees.
- Weekly subcontractor coordination meetings. Take minutes and distribute to each sub.
- Distribute OAC meeting minutes to every sub.
- Maintain file of safety meeting minutes.

Project Closeout

- Ensure that all punch list items are complete.
- Obtain Certificate of Occupancy from governing authority.
- Ensure that As-Built plans are complete.
- Demobilize jobsite. Leave area clean and free of all material, equipment, and trash that does not belong.
- Address all warranty items through warranty period.

Guidelines

- This position has the authority to make decisions and create results within the scope outlined.
- This position has authority to make expenditures within the budget established for each project. Changes from the budget will only be made with approval of the assigned Project Manager.
- Proposals for the expenditure of all funds will be made with careful consideration to need, cash availability, and overall company health and productivity.

Resources

- Consults with the Project Manager on a daily basis.
- Access to company yard, buildings, and equipment.
- Access to company office equipment, electronics, and files.

Accountability

- Reports directly to the assigned Project Manager.
- Participates in a personal performance evaluation interview on a quarterly basis.

The following criteria will be used to ascertain if performance is in line with expectations:

- Tri-Hurst Objectives are at the core of daily activities and are the basis of every decision and in the analysis of all outcomes. (Honor, Excel, Develop, Profit)
- Project labor, materials and equipment costs are on or under budget.
- Project schedules are consistently met within budget and on time.
- Project related material waste is minimized.
- Complaints are resolved quickly and no outstanding issues jeopardize project completion and client/owner satisfaction.
- Formal performance reviews are completed quarterly for all field personnel, which includes setting goals for improvement and training.
- Written records such as test reports and as-builts are current project documentation and required reports are accurate, neat and submitted in a timely manner.
- Equipment, vehicles, and facilities have been maintained in good repair. Any equipment needing replacement was highlighted and listed on a Daily Report.
- Job sites are maintained in an organized and neat condition.
- Jobsites are safe. No reportable accidents.

Consequences

- Regular compensation is based on employee's skills, knowledge, aptitude and contribution to the productivity of the company combined with the need to remain competitive in the marketplace.
- Personal Initiative Program bonus payment on a quarterly basis is directly tied to individual and company financial performance.
- Failure to comply with company policies and/or fulfill the expectations of this position will result in disciplinary measures outlined in the company progressive discipline policy.