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	Position Description		

POSITION TITLE: Site Superintendent/Quality Control Manager/SSHO

REPORTS TO: Project Manger

SUPERVISES: Subcontractors and Vendors

PURPOSE:

The Site Superintendent/ Quality Control Manager/SSHO will be assigned to Government Construction Project(s) located in various regions (Midwest). This individual will be responsible for all aspects of QC and must be on site during all phases of the construction work. While at the job site, the Superintendent/ CQM/SSHO works with the government's representative(s) and subcontractor's staff to ensure all construction objectives are met in accordance with the contract requirements and that the highest quality is maintained.

ESSENTIAL FUNCTIONS:

- Read, understand and implement drawings, specifications, reference codes and standards.
- Control all communications and project documentation in order to preclude any delays or deficiencies.
- Execute the three phases of control; preparatory, initial, and follow-up.
- Inspect all materials to ensure they are approved through the submittal process.
- Attend coordination meetings with the Government Representative, subcontractors and client.
- Perform inspections to ensure work is completed in compliance with contract requirements.
- Stop work that does not comply with the contract plans and specifications, and direct the removal and replacement of any defective materials.
- Accurately report all subcontractors on site, QC inspections, tests, man hours, and equipment hours and narrative describing the days events in the Contractor's Daily Report.
- Prepare and conduct weekly CQC meetings.
- Communicate with Project Manager in a positive and solutions-oriented manner.
- Update As-Built drawings
- Complete pencil pay in coordination with government counterpart.
- Perform punch-list, pre-final, and final inspections.
- Plan and implement EM 385-1-1 policies and programs while meeting all OSHA standards.
- Advise and lead employees on safety-related topics through daily and weekly safety meetings.
- Conduct safety risk assessment for each task.
- Enforce preventative measures.
- Prepare and present reports on accidents and violations and determine causes.
- Oversee workplace repair, installations and any other work that could harm employees' safety.
- Explain activity hazard analysis (AHA) and update as needed.
- Perform other duties as requested by senior management.



Minimum Qualifications:

To perform the job successfully, an individual should demonstrate the following competencies or ability to achieve within 30 days:

- Construction: 5 years (Required)
- Quality Control: 5 years (Preferred)
- USACE Quality Construction Management (QCM) or ability to acquire within 30 days.
- OSHA 30 or ability to acquire within 30 days.

Communication Skills:

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Computer Skills:

- Become and remain proficient in all necessary software programs i.e. Microsoft Word, Excel, and Adobe PDF Pro

