



**TRINITY**  
COMMERCIAL CONSTRUCTION

## Superintendent

### Role Profile

#### Company / Firm Description

Our core values are our constitution. They are the principles shared by everyone in our company. These values drive our culture and priorities while providing a framework in which all decisions are made. The Core Values are the foundation on which the company is built.

#### Authentic

Trust and accountability through open honest relationships

#### People

Putting people first by providing a supportive environment to connect and develop

#### Spirited

Driven to positive outcomes through ambition and being proactive

#### Fearless

Courageous, confident and always setting the next standard

#### Stewardship

Providing for those in the communities where we do business

#### Title

Superintendent

#### General Role Description

The Superintendent is focused on working closely with Project Management regarding the proactive identification and solution of job related opportunities and issues. This individual will work to ensure a positive team environment based on mutual respect and collaboration between Project Management, Field Operations and all types of stakeholders on the projects. This role will be accountable for all aspects of site operations as well as delivering projects in the field for the mutual success of our customers, internal stakeholders, architects, engineers, specialty contractors and other stakeholders.

The position reports to the Sr. Superintendent.

## **High Level Key Responsibilities**

### **Safety / Risk Management**

- Compliance with safety training and reporting
- Monitor and ensure execution of the safety program
- Administer safety coordination meetings as scheduled
- Enforce job site safety management
- Enforce safety rules and regulations
- Verification of safety compliance with all trades
- Have a complete understanding and knowledge of subcontract language
- Thorough understanding of the plans, specifications, clarifications, and approved submittals
- Ensure compliance with SWPPP program & documentation
- Timely and documented reporting of all loss events to PM, both electronic and verbal communication
- Identify and elevate potential conflicts and changes that may or may not be associated with contractual scope of work
- Be the correct and positive example for safety on the project during the execution of daily business; hold all persons on the project site accountable for compliance

### **Scheduling**

- Coordinating trades, vendors and/or suppliers to meet or exceed project schedules - report deficiencies and provide training, coaching, and mentoring as necessary
- Engage with pre-construction and project management to ensure initial schedules are developed in accordance with client and internal expectations
- Accountable for timely submission and distribution of the look ahead schedules by PC to appropriate parties
- Accountable to follow up with all scheduled project team members to insure project schedules are communicated and received
- Conduct pre-con meetings with subs before they begin work on the project.
- Work with project teams to ensure detailed schedules are built, maintained and/or accelerated to ensure compliance with prime contracts
- Ensure all documentation is detailed, maintained and current to properly track and notify project management and clients of all delays incurred outside of our control or contractual obligations to ensure delay days are documented
- Work with the Project Managers to review and ensure the procurement log is drafted timely, is in sequence with the project schedule and being reviewed weekly - ensure procurement log is being managed properly and bring attention to trades and/or materials affecting the schedule due to procurement timeliness.
- Monitor and track long lead items to insure deliveries are received timely and are consistent with the project schedule

### **QA / QC**

- Implement the QA/QC program
- Hold Sub-Contractors accountable for QA/QC
- Ensure all projects maintain an as Built/Red Line set of documents throughout the project

## Warranty Management

- Implement warranty management program
- Management of warranty issues

## Other

- Expedite all reporting including but not limited to daily reports, schedules, progress photographs, and safety
- Attend OAC meetings
- Run regular, organized, complete, productive jobsite sub-meetings
- Oversee daily jobsite performance and execution for all project delivery to the client – specifically driving scheduling, sub-contractor pre-construction meetings, owners' vendors, consultants etc.
- Working with Project Managers to expedite issuing and receiving answers to RFI's
- Participate in Estimating to Operations Hand-Off meetings
- Professional appearance while conducting all company business
- Project Closeout – focus on driving field teams to succeed with the last “5%”
- Ensure projects are set up appropriately with a detailed site logistics plan
- Foresee potential issues before and during work being performed
- Timely coordination of site inspections
- Collaborate with PM, subcontractors/vendors to confirm procurement timing for long lead procurement activities
- Develop positive relationships and proactively communicate with owners, architects and sub-contractors
- Determine customer concerns and issues and work to problem solve an acceptable solution
- Establish and execute “Good Neighbor Practices”
- See that all permits or licenses have been obtained so not to delay the construction process
- Maintain all permit documents at the project site
- Maximize Sub Contractor productivity / efficiency through proactive and forward planning
- Direct and assist subcontractors for the execution of a successful project
- Responsible for complete knowledge of Subcontractor scopes of work, proactively identify scope gaps and work with PM to fill them
- Assisting PM roles in scope of work draft for buyout negotiations
- Conduct consistent and thorough inspections throughout construction process of each project to ensure scopes are being completed per contract documents/ trade partner contracts
- Ensure a job site cleanup program is established and enforced
- Use Operations processes
- Build a job team environment consistent with Core Values through leadership, management, communication and collaboration with all jobsite personnel
- Effectively communicate with all internal and external persons assigned to the project team
- Identify and share opportunities for improvement in processes