



## Senior Superintendent

### Role Profile

#### Company / Firm Description

At Trinity Commercial Construction, we strive to be the most admired and sought-after company culture in Texas. We know that is a big and audacious goal and that's one reason why we like it. We are achieving this by living our core values. 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

General Superintendent

#### General Role Description

The Senior Superintendent is focused on working closely with Superintendents and 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 project. This role is focused on customer service and 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 Senior Superintendent is also accountable for the coaching, mentoring and training of Superintendents and Assistant Superintendents.

The position reports to the General Superintendent.

## High Level Key Responsibilities

### Safety / Risk Management

- Execute the safety program
- Attend safety coordination meetings
- Job site safety management
- Enforce safety rules and regulations
- Hold superintendents accountable for all safety reporting and compliance
- Verification of safety compliance with all trades
- Complete knowledge of Sub Contracts
- Thorough understanding of the plans, specifications, clarifications, and approved submittals
- SWPP program & documentation
- Timely reporting of all loss events to PM

### Scheduling

- Work with project teams to ensure schedules are built maintained and/or accelerated to ensure compliance with the prime contract
- Properly track and notify project management and clients of all excusable delays incurred outside of our control or contractual obligations to ensure excusable delay days are given back
- Review and ensure the procurement log is drafted timely, is in sequence with the project schedule and being reviewed weekly
- Coordination of work with all trades

### QA / QC

- Implement the QA/QC program
- Hold Sub-Contractors accountable for QA/QC

### Warranty Management

- Implement warranty management program
- Management of warranty issues

### Other

- Attend selected OAC meetings as necessary
- Participate in and ensure regular, organized, complete, productive Superintendent jobsite sub-meetings
- Oversee daily jobsite performance and execution for project delivery to the client – specifically working with Superintendents on scheduling, sub-contractor pre-construction meetings, owners' vendors, consultants etc.
- Help superintendent to expedite answers to RFI's
- Participate in Estimating to Operations Hand-Off meetings
- Professional appearance inside the job trailer, and initial set-up
- 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
- Coordination of site inspections
- Collaborate with PM 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 alleviate them
- Establish and execute “Good Neighbor Practices”
- See that all permits or licenses have been obtained so not to delay the construction process
- Maximize Sub Contractor productivity / efficiency through thoughtful 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 and buyout negotiations
- Conduct inspections throughout the construction process to ensure scopes are being completed per contract documents/ trade partner contracts
- Ensure a job site cleanup program is established and enforced

### Requirements

- Minimum of 10 years in commercial construction project management role
- Proficient with project management software systems
- Proficient with project scheduling software systems
- Experience including but not limited to ground up, remodel, PEMB, wood frame

### Compensation

- Base Salary
- Bonus
- Health Insurance
- Dental/Vision insurance
- Vehicle Allowance
- Fuel Card
- Phone Allowance