

Viking Civil Superintendent Position Description

Job Description Overview

The superintendent position is responsible for on-site management of a project or several projects in a similar geographic area. The superintendent shall provide jobsite leadership to a crew, or multiple crews, assigned to a project by managing the foreman and crew. Superintendents are responsible for coordinating multiple crews' operations to meet or exceed production goals and are expected to work closely with the Project Manager(s) and General Superintendent(s).

Safety training by the company will be required for all team members. Out-of-town work is probable and may require travel. Dependable attendance and punctuality are critical.

Responsibilities

- Ensures adherence to safe work practices and procedures.
- Ensures all crew members familiarize themselves with safety procedures and perform thorough reviews of the operator/user manuals prior to operating any power tools or equipment.
- Ensures all assigned crews complete daily job reports, tracking production, tracking/reporting of materials.
- Develops, coordinates, and executes future tasks for multiple crews to ensure project completion.
- Ensures the assigned crew members are operating heavy construction equipment safely and efficiently.
- Ensures the assigned crew members can install water, storm sewer, and sewer pipe and associated structures safely and efficiently.
- Ensures the assigned crew members can form, pour, and finish horizontal and vertical concrete structures safely and efficiently.
- Ensures assigned crew members perform daily inspections on all equipment.
- Manages and directs the work of at least two assigned crew members at once.
- Coordinate material ordering as needed.

- Drives, cleans, and maintains the company truck.
- Keep the company truck supplied with commonly used supplies daily.
- Must be able to maintain assigned work schedule
- Understanding Chain of Command
- Able to read site plans
- Travels to and from various job sites as needed.
- Provides promotion and/or termination recommendations for crew members to be given weight in final decisions.

Education and Qualifications

- A high school diploma, GED, or trade school certificate
- Must have a minimum of 3-5 years' demonstrated experience in Earthwork, Mass Excavation, Underground Utilities (Storm, Water, Sewer etc.) and Roadway.
- Your skills and certifications are valuable and Viking Civil recognizes it. Any special certifications or skills that are constructive to the position responsibilities will be taken into consideration when reviewing wage classification.
- Clean driving record.
- Working knowledge of construction site safety, truck maintenance and road safety regulations.
- Will be required to pass a pre-employment drug screening, and if offered a position, any random drug screening may be performed.
- Must attend all mandatory safety meetings and participate in discussions with the work crew and any safety personnel.
- The average work week would consist of 5 ten-hour days, but the schedule will be dictated by project needs.
- Must be able to work out of town, sometimes out of state, and for lengths of time, such as the job would dictate.
- Must be able to work flexible hours, including evenings and weekends as required.
- This position is based on a 45-55-hour work week.

Selection Process

Team members will be considered eligible for a superintendent position upon exemplary completion of a period as a foreman. The need for superintendent positions will be determined by the Director of Operations and the General Superintendent(s) based on forecasted project demands.

Working Conditions & Physical Demands

- Travel from site to site will be required.
- Work environment will normally be an active construction site. Exposure to dust, noise, high heat, extreme cold, and rain should be expected.
- Employees must be physically able to perform repetitive motion and heavy lifting, as described below.
- Must be able to maintain effective audio and visual discrimination and perception to the degree necessary for the successful performance of assigned tasks.
- You must wear all employer-mandated personal protective equipment, including hard hat, safety glasses, ear plugs, safety vests, and safety-toed work boots. Other PPE may be required from time to time depending on special safety concerns. All PPE will be provided by the company at no cost to the employee, other than safety boots.
- Must be able to hear with or without the use of a hearing device and clearly see at least 30 feet with or without the use of corrective vision lens.
- Must be able to work while wearing a respirator if necessary.
- Alternate standing and walking on uneven terrain surfaces, such as hillsides, muddy and icy soils, and other working surfaces. Safe negotiation of all types of surface conditions will always be required.
- Bending, squatting, and kneeling will be required frequently during a workday.
- Constant pushing and pulling of certain tools and materials will be required over a day's work.
- The team member must be able to differentiate and / or identify colors.
- Must have knowledge of occupational hazards in this field and standard safety practices. Must be able to pass the 30 Hour OSHA testing and First Aid/CPR requirements before starting work.

About Viking Civil

At Viking Civil, our unwavering priority is ensuring the safety of every individual involved in our projects, embodying a zero-harm commitment that guides all aspects of our operations. Equally,

we provide exceptional service tailored to the needs of our clients. By fostering collaboration and taking a client-centric approach, we ensure every project is executed with precision, creativity, and excellence from start to finish.

Our holistic focus on safety and the total well-being of our team enables us to deliver reliable, innovative solutions that align with our clients' goals, all while maintaining the highest standards of quality and care. At Viking Civil, we do not just build projects—we build trust, ensuring success for our clients and safety for all.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the team member for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

I have thoroughly reviewed the position requirements and fully comply with the duties and values expected of me. I am committed to performing in alignment with these standards to the best of my ability.

Date: _____

Print: _____

Sign: _____