



JOB TITLE: Superintendent

SCOPE OF WORK:

Work will consist of the ability to oversee and manage the installation, alterations, additions and/or repairs of electrical systems, conductors and associated materials and equipment within the electrical construction industry.

RESPONSIBILITIES:

A Superintendent shall be a fully qualified Foreman who has demonstrated the ability to supervise a work unit(s). This employee has demonstrated the ability to comply with company policies and safe work practices, professionally interact with employees, management, customers, inspector, as well the general public.

1. Coordinate manpower, tools, and equipment for multiples jobs.
2. Fill out all paperwork correctly and in a timely manner.
3. Collect and check papers, work and job logs.
4. Coordinates and implement all job changes.
5. Starts job from bidding prints.
6. Complete any other duties assigned by your supervisor.
7. Evaluate field personnel.
8. Willing to travel.
9. Able to discipline employees.
10. Document any issues including scheduling issues that may impact our work.
11. Create, maintain and implement 2 week look ahead with the project foreman
12. Train foreman to follow all policies and procedures.
13. Responsible for meeting all scheduling and productivity goals of the projects under his supervision.
14. Complete any other duties assigned by your Project Manager.



POSITION REQUIREMENTS:

LICENSES: - Current Driver's License and have own transportation, (most job sites are not always served by public transportation)

EDUCATION: High School Graduate, holder of G.E.D., or equivalent training.

EXPERIENCE: Has a minimum of 6 years or more of previous electrical experience that includes a 4 year Apprentice graduate or equal career experience. (individually assessed on skill and workmanship)

WORKING CONDITIONS:

1. Job requires working in all elements, depending on job location, time of year, heat, cold, rain, and snow.
2. Must be able to utilize construction site sanitary facilities (Porta-Johns).
3. Job requires employee to have required personal tools with them at all times (waist tool belt as worn weighs approximately 30 lbs.).
4. Work from all type ladders (step ladders up to 14', "A" frame ladders and all size extension ladders and carry and relocate up to 12' step ladder by one's self.
5. Employee's personal weight and personal tools cannot exceed weight limit of ladder (Class 1 - 250 lbs., Class 1A - 300 lbs.).
6. Perform work at various heights, up to 125' from ladders, scaffolds, aerial lifts, cat walks or other safe work areas.
7. Work in restricted areas (switchgear room, manholes, utility tunnels, crawl spaces, and attics).
8. Wear personal protective equipment (hard hat, safety glasses at all times), respirator when required.
9. Repetitive use of arms, hands and fingers.



10. Able to work 8 hours per day, 40 hours per week, and overtime as required and night shifts.

SKILLS:

1. Positively identify colors of wires.
2. Reading and drawing prints and schematics.
3. Bend conduit by hand with hand benders.
4. Must use all power tools, saws, threaders, wire tuggers, hydraulic benders, and knockout punches.
5. Capable of digging trenches, either by use of hand tools or power equipment.
6. Operate equipment, trenchers, back hoe, lift trucks in a safe manner.
7. Practices and comprehends safe work procedures as outlined in Company Safety Policy Handbook, Haz-Com Policy, and Lockout/Tagout Policy.
8. Operates two (2) handed tools/equipment, cable cutters, hammer drills, compression tools, jack hammers.
9. Operate company trucks with manual and automatic transmission.
10. Read and interprets maps, instructional manuals, specifications, work site directions, blue prints and written instructions.
11. Operate and work from mechanical personnel lifts (electric or gas powered).
12. Work energized circuits and equipment with company management approval as outlined in Safety Policy.
13. Supervise assigned job site employees to complete project.



PHYSICAL FUNCTION:

1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach over head.
2. Lift 51 pounds.
3. Constantly moving on your feet.
4. Climb ladders (all types).
5. Completing overhead work for full day assignments.
6. Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of the building, even if the only means of access is by O.S.H.A. approved site construction ladder or stairs still under construction but acceptable for use.
7. Possess good vision (normal or corrected).
8. Responsible for securing tools and materials from storage areas to complete their assigned tasks.

WORKING CONDITIONS: All elements inside and outside

POSITION FROM WHICH AN EMPLOYEE COULD BE PROMOTED INTO THIS POSITION: - E-2 Lead Electrician

PROMOTIONAL OBJECTIVES: Project Manager, Assistant Project Manager or Estimator