



SUPERINTENDENT

Reports To: Field Operations Manager

Context: Enforcer

Position Summary: A Superintendent helps to consistently deliver projects on time, on budget and that exceed client expectations. Superintendents are directly responsible for the supervision, coordination, scheduling, and control of all field activities of Subcontractors and suppliers. They oversee project safety and quality control programs in the field, ensuring that the project is constructed as specified and according to state and federal regulations. Superintendents are part of a team that ensures the client is absolutely satisfied with their final product.

Qualifications:

- 5+ years' experience within the retail construction field (equivalent trade experience considered).
- 5+ years' experience of managing and ensuring safety on jobsites.
- Comfortably managing 3 million dollars plus projects as the lead superintendent.
- Experience in managing and directing onsite a minimum 30 tradesman daily.
- Experience with luxury retail, corporate interiors, or restaurant.
- Extended Travel is required.
- OSHA 30 certified.
- Must have a valid driver's license
- Must be proficient in Microsoft Excel, Word and Outlook.
- Proficiency with construction and daily reporting software is necessary (i.e. PlanGrid, Raken, SharePoint, MS Project, Procore etc.)

Roles:

- Onsite Dickinson Cameron representative
- Jobsite Safety Manager
- QC Manager
- Jobsite Schedule Manager
- Field Documentation Manager
- Construction Project Superintendent
- Job Site Costs Manager
- Delivery and Inventory Control Manager

Skills & Abilities:

- Ability to follow and maintain schedule to meet deadlines.

- Strong planning and organizational skills.
- Anticipation and forethought of problem-solving and critical thinking.
- Ability to drive projects forward.
- Attention to detail.
- Able to represent company well.
- Able to develop rapport and maintain strong relationships with Subcontractors, clients and inspectors.
- Strong interpersonal skills.

Key tangible metrics for achievement:

1. Onsite Dickinson Cameron Representative:

- Manning the job while Subcontractor's are on-site, 100% of the time. No Subcontractors are left unattended on jobs.
- Attend pre-construction meeting with client, architect and mall tenant coordinator. Understand mall rules and regulations and dress appropriately.
- At the onset of construction, work with Project Manager to review Subcontractor's scopes and schedule, to Identify and address issues of constructability or lack of scope: minimizing delays.
- Always deals professionally and fairly with all DCC Subcontractors and vendors. Provide support to the owner vendors on behalf of the owner. Assure Quality Control throughout the duration of the project.
- Responsible for and must be present for all building inspections.

2. Jobsite Safety Manager:

- Oversee all daily field operations to ensure proper site safety (no incidents), construction, progress, quality control and a clean, safe and secure work environment.

3. Jobsite Schedule Manager:

- Responsible for and must be present for all building inspections.
- Responsible for coordinating and scheduling of all the work for the Subcontractors, both owner –supplied as well as DCC Subcontractors. Schedule for speed, efficiency and quality. Be proactive in changing order of construction due to delays in other areas to maximize productivity. Improvise, adapt and overcome.

- Communicate effectively with the DCC construction team regarding changes in work, job conditions, Subcontractor relations and any deviation in the direction of the project.
 - Compile pre punch and punch list items to ensure all items are addressed and executed in a timely manner: All deadlines are met. Generate pre punch and completion list as required and directed throughout the project.
4. QC Manager:
- Develop comprehensive project strategy of execution to meet scheduling, logistics, and inspection milestones.
5. Jobsite Schedule Manager:
- Work with Project Manager to review Subcontractor's scopes and schedule, to identify and address issues of constructability or lack of scope: No delays.
 - Throughout the construction project, work in partnership with Project Manager to maintain an updated and accurate project schedule that reflects the changes in project status and that meets the cost and time requirements of the project.
6. Field Documentation Manager:
- Provide accurate information with Daily Job Reports, Daily Safety Reports, 3-Week Look Ahead (weekly) and Incident/ Accident Reports (immediately after stabilization). Daily reports are submitted daily at the end of each day so that CEO and FOM's can all log in to view accurate reports from the previous day on any given day.
7. Jobsite Costs Manager:
- Maintain fiscal responsibility for labor, miscellaneous tools, dumpsters, etc. in order to help job be profitable. Look for ways to streamline tasks during the project. Proper manning of the job of subcontractors during normal work hours. Oversight to regular vs overtime rates - no frivolous overtime pays.
 - Daily time and per diem are reported daily through hours and time system. Credit card receipts are submitted for review by Project Manager.
 - Ensure mall rules and regulations are followed in order to develop a good relationship with the mall and avoid costly fines.
8. Delivery and Inventory Control Manager
- DCC-supplied and owner-supplied material is received, in inventory and ensured that it is secure so that no material is missing, inaccurate, damaged or incomplete. Spec material is verified before being used - assure specification of material is

correct as per plan.

Physical Requirements:

- Position requires walking on rough/uneven terrain, frequent pushing/pulling/carrying of equipment/objects/debris of varying and often awkward sizes, shapes and weights, including bending, lifting, pushing, pulling and climbing on the job site.
- Air travel and driving are required.
- Standing and walking for extended periods. Climbing multiple flights of stairs and ladders repeatedly.
- Viewing computer screen.
- Occasionally lifts to 50 pounds.

Work Environment:

- Work is performed in a construction environment with extensive travel as a requirement.
- Incumbent is subject to all weather conditions, fumes and noise from construction equipment; slippery, uneven surfaces, and may have to climb ladders, bend and stoop to ensure quality workmanship is performed.
- Exposure to the elements including heat and cold and dust conditions.

Intangible:

- Ownership of the job.
- Anticipation of delay and issues in advance of a crisis to promote schedule, quality workmanship and safety.
- Calm, cool, well-spoken and amiable - DCC management, FOM's, PM's and all subcontractors, vendors and clients feel that you have a supportive attitude and work well with everyone. No complaints.
- Be aware of potential issues and discuss with management, preempting problems.

I have read and understand the functions outlined in this description for Superintendent. I understand these duties can be modified, changed or deleted at any time by management, with or without prior notification. I am able to perform these functions, with or without reasonable accommodation.

Print Name: _____

Date: _____

Signature: _____