



Superintendent Job Description

Reports to: Project Management, Director of Construction, Vice President, President

Revision Date: February 22, 2017

ABOUT THE COMPANY

Since 1987, TEEL Construction, Inc. has provided general contracting and construction management services to Virginia, Maryland, Washington D.C., and beyond. Our construction projects have allowed our customers to experience TEEL's commitment to the highest-quality of construction. This commitment, complete with integrity, dependability and excellence in service, provide a foundation on which relationships are built. We have a comprehensive benefit package for our employees and competitive salaries.

OVERALL RESPONSIBILITIES:

Jointly responsible with the Project Manager for the overall success of the project. Responsible for meeting schedule, controlling costs, and managing manpower and equipment (if applicable) on assigned project. Provides continuous hands-on field supervision of all construction operations, including subcontractors and other construction related personnel; directing them in the planning, scheduling, and execution of work on time, within budget, and with high standards of workmanship. Attains or exceeds profit goals and promotes workplace safety while meeting or exceeding owner's expectations. Promotes a positive company image. Is the leader on every project and is ultimately responsible for its operational success.

ESSENTIAL JOB RESULTS:

1. Support the objectives and direction of the Project Manager by:
 - a. Attending the pre-construction meeting, all project progress meetings and weekly safety and informational meetings.
 - b. Updating and providing each week a 2-3 week "look ahead" schedule.
 - c. Maintaining knowledge of current plans, specs and submittal data (including authorized revisions)
 - d. Coordinating with Project Managers all changes and/or RFP's and marking plans with this information accordingly.
 - e. Planning and scheduling to ensure that the project progresses according to the master timetable as well as labor and material costs.
 - f. Reviewing the project budget on a weekly basis and discussing variances with the Project Manager.
2. Maintain maximum project efficiency and manage costs by:
 - a. Scheduling manpower as needed and reporting crew labor hours on a weekly basis.
 - b. Providing materials and/or supplies to projects in a timely



- manner.
- c. Maintaining or exceeding job schedule as provided by updating and providing each week a 2-3 week "look ahead" schedule. Will work his schedule and call subs in advance.
 - d. Supervising all work including subcontractors on a timely basis.
 - e. Logging employee time for all employees directly under their supervision.
 - f. Continuously monitoring field personnel's performance against the Superintendent's projected performance according to estimates.
 - g. Reconciling receipts with all required information sent to office for processing.
 - h. Maintaining accurate daily reports and sending to the office each week's reports
 - i. Sending digital progress photos on a daily basis
 - j. Attending "walk-throughs" as necessary.
 - k. Maintaining on a daily basis a set of red line drawings during the project duration
3. Ensure quality and safety standards by:
- a. Ensuring the maintenance of and/or exceeding all quality standards, specifying those standards and defining how the maintenance is ensured by holding and documenting at least one weekly meetings with the subs to discuss and review a written set of quality standards prior to starting their work.
 - b. Preparing all inspections and coordinating paperwork.
 - c. Scheduling all necessary inspections regularly.
 - d. Ensuring job site safety, including that of the subcontractors and following the company's safety manual.
 - i. Project Safety Start-up Check list is completed and signed off
 - ii. Field Safety Inspection form is completed weekly and turned in.
 - iii. Monthly First Aid Kit and Fire Extinguisher Inspection Log is completed and turned in.
 - iv. Company Emergency Action Plan is posted.
 - v. OSHA Logs are posted.
4. Ensure a positive work environment by:
- a. Setting an example for all employees by acting in a professional, courteous and civil manner and adhering to required dress standards.
 - b. Maintaining positive relations with client or owners.
 - c. Maintaining a safe, clean and orderly job site.
 - d. Ensuring that owner and subcontractor relations are maintained at the highest level possible while holding all accountable.
 - e. Representing and protecting the public image of the company at all times.



Knowledge, Education, Skills & Abilities Required:

High School Diploma or Equivalent

Working knowledge of standards, specifications, codes, regulations and laws

Knowledge of construction techniques, 8 – 10 years experience in construction, 3 – 5 years in a supervisory position

Good communication skills; both oral or written

Working knowledge of OSHA regulations

Working Conditions:

Individual works primarily in the field. Subjected to outdoor weather conditions.

This description is a summary and not an exhaustive attempt at covering every activity and task of the job. The incumbent should be able to react to change productively and to handle other tasks and responsibilities as assigned.