

**POSITION SUMMARY:**

The Construction Superintendent is responsible for managing the day-to-day onsite operations for individual construction projects from pre-construction through the close-out phase, under the direct guidance and supervision of a project manager. This includes, but is not limited to, procuring, scheduling and directing of work crews, equipment, subcontractors and materials. This position is also responsible for coordinating the work of craft supervisors, foremen, and subcontractors to ensure effective operations and productivity. The Construction Superintendent must be able to construct projects in accordance with the project requirements (i.e., construction designs, plans, specifications, targeted budget and schedule).

**ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

- 1) Assumes accountability for onsite commercial operations of specific construction projects from the pre-construction phase to the construction phase through to the project close-out phase.
- 2) Reviews commercial proposals, estimates, plans, specifications and related documents; analyzes labor, material, and equipment and time requirements.
- 3) Meets with manager as soon as job is awarded, and thereafter, to review and plan for materials, safety, labor and equipment budgets and other issues on upcoming job; makes pre-jobsite visits as required.
- 4) Provides detailed scheduling of daily commercial construction activities and coordinates between the company and commercial subcontractors to avoid conflicts.
- 5) Manages multiple commercial subcontractors and their time schedules; maintain continual communications with customer, suppliers and subcontractors; monitors subcontractor operations, including enforcement of all contractual obligations.
- 6) Ensures the use of sound commercial construction practices to attain required quality control at the maximum efficiency and minimum cost.
- 7) Reads and interprets specifications and plans to determine commercial construction requirements and plan procedures.
- 8) Assists the Project Manager with preparing the major construction equipment list for the project and monitors the assignment of equipment required by each craft to ensure maximum efficiency.
- 9) Meets regularly with project manager to review progress of ongoing jobs and to discuss issues outside limits of authority/control
- 10) Examines and inspects work progress and commercial construction sites to verify safety and design specifications are met.
- 11) Meets with subcontractors to ensure satisfactory job progress.
- 12) Ensures all reports and records originating on-site or processed by on-site field crews are completed in an accurate and timely manner and forwarded to the appropriate company personnel.
- 13) Maintains surveillance of labor performance, manpower allocation, and effective use of tools and equipment.
- 14) Records information such as personnel, production and operation data on specified forms and reports.
- 15) Confers with project managers and technical persons in order to resolve problems and coordinate activities.

- 16) Trains workers in commercial construction methods, operation of equipment, safety procedures and company policies; ensures company and safety rules are followed.
- 17) Complies with all safety procedures and policies of the company; must understand and adhere to OSHA requirements in the construction industry.
- 18) Performs other duties as assigned by immediate supervisor or upper management.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

A High School diploma or equivalent is required. Associates degree in Engineering, Construction Technology or related field is preferred. Minimum of five (5) years' commercial construction experience in general construction, building inspection or related field, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Certifications in building inspection and plan review desirable. Ability to possess ICC certification as Inspector or Plan Reviewer within one (1) year of employment is required. Experience with commercial construction in a floodplain and Lake County Watershed Development Ordinance is preferred.

Must be able to successfully pass a pre-employment physical examination and drug/alcohol screen following a conditional offer of employment. A thorough background investigation, including personal and professional references and criminal background will be conducted prior to offer of employment.

A 4-year degree in construction-related field is preferred but not required. 4 years or more of commercial experience in field construction is required. Experience in the commercial construction of water and wastewater treatment plants is preferred.

- Minimum of 3-5 years of commercial construction management experience is required.
- Must have a high school diploma or equivalent. Additional credits or degree would be a plus.
- Must be able to operate heavy construction equipment. CDL is a plus.
- Must have OSHA 30 Certification or the ability to acquire.
- Experience in site grading/heavy construction; including mass excavations, embankments, hauling and placement of transported materials, utility construction.
- Landfill construction or operation experience is preferred.
- Coal Combustion Product Management is a plus.
- Attention to detail and accuracy.
- Utilization of computer programs such as Microsoft Office including, but not limited to, Word, Excel and Outlook.

- Excellent communication and organizational skills.
- Must be able to read engineered drawings and blueprints.
- Must be able to read grade stakes and use a level.
- Understand construction drawings, specifications, permits and layouts.
  
- Ability to work as a team member.
- Display professional appearance, warm demeanor and positive attitude.
- Be a motivated self-starter.
- Work independently and to be accurate, efficient and organized.
- Manage multiple tasks simultaneously.
- Work under pressure with time constraints in a changing environment.
- Listen and analyze information presented, as well as communicate information and ideas through effective speaking and writing.
- Manage and coordinate multiple tasks as required on projects.
- Maintain scheduling tasks to meet deadlines
- Listen to and understand information presented through spoken words and sentences, as well as communicates information and ideas through effective speaking and writing.
- Use electronic equipment such as computer, radios, and cell phone for communication to others as required.
- Travel and work at locations of construction projects as required.
- Sit, walk and/or stand for 8+ hours a day as the position is primarily located in a field setting.
- Must be able to bend, stoop, reach and balance occasionally. Must be able to lift and move up to 50 lbs.
- Must be able to work outside, in all types of environments and weather.
- This position requires working in the outdoor environment

- Must be able to work extended hours, over 40 per week, as required.
- This position requires a flexible work schedule; night, holidays and/or weekends may be required.