



Job Title:	Superintendent
Reports to:	VP of Construction
FLSA Classification:	Exempt
Updated:	December 2021

Job Summary

Manage day-to-day construction operations at the jobsite including planning, schedule management, budget control, promote safety and jobsite cleanliness, adhere to high quality standards; and oversight and coordination of subcontractors, suppliers, and required inspections. This requires thorough understanding of all project documents (prime contract, project manual and associated documents, plans, qualifications/exclusions, schedules etc.). This position requires collaboration and working with project team to achieve a successful project outcome.

Key Responsibilities

Project Management

- Understand and maintain the schedule.
 - Maintain master schedule accurately record as-built start and completion dates.
 - Provide look ahead schedules weekly. Review at OAC meetings.
 - Provide updates to PM to allow for updating of the Master schedule.
 - Anticipate required submittal approvals, communicate this to PM, APM, PE, design team and owner.
 - Schedule deliveries
 - Schedule and coordinate with appropriate foreman for RO self-performed work.
- Ensure that construction is performed in accordance with the plans, specifications and applicable codes.
- Anticipate possible issues/impediments/disruptions of construction/extra out of scope work while maintaining the schedule. Communicate these to PM, Owner & Design Team.
- Create and maintain a logistics plan
 - Coordinate traffic control requirements
 - Coordinate traffic issues with Jurisdiction having authority
 - Inform neighbors of possible issues related to construction & deliveries.
 - Establish jobsite procedures to minimize theft loss, liability losses and property damage.

Team Management

- Manage/support RO employees on project.
 - Track, code and enter field employees' time into payroll system correctly on a weekly basis.
 - Manage and mentor APM and Foreman.
 - Review cost reports to ensure conformance with project budget.
- Maintain a positive and proactive work environment. Collaborate with PM and project team toward achieving project goals.
- Establish and maintain a cordial working relationship with the design team and owner.
 - In creating RFI's offer ideas on possible solutions

Subcontractor Management

- Conduct Weekly subcontractor meeting.
 - Provide & distribute look ahead schedules
 - Get buy-in from the subs on the look ahead schedule
 - Review safety issues
 - Review long lead items or submittals required for upcoming work
 - Produce meeting minutes for sub coordination meetings and attach to daily report
- Coordinate subcontractor inspections.
 - Jurisdiction having authority, i.e.; Building, Plumbing & Electrical, Fire, DPW, Urban Forestry, Elevator etc.
 - Special inspectors
 - Waterproofing and acoustic consultants
- Have a working knowledge and understanding of all the design disciplines.
 - Verify the coordination the work / installation of the MEP subs
- Understand, review and maintain budget.
 - Review all Subcontractor extra work tags
 - Review subcontractor monthly billings with PM
 - Notify subcontractors of impending back-charges.
 - Complete and process, in conjunction with PM, back charges and their documentation

Safety Management

- Implement and enforce the requirements of RO safety program and all Cal OSHA requirements for RO employees and subcontractors.
 - Confirm new employees complete the RO site safety orientation.
 - Conduct, at minimum, a weekly safety walk of the job.
 - Conduct "tailgate" meetings
 - Maintain a clean and safe site.
- Complete, in their entirety project daily reports.
- Input weekly labor cost when necessary.

Minimum Requirements

- Journeyman level carpenter with 5 years prior experience at foreman level
- Plan reading
- Understanding of scheduling principles.
- Basic computer skills
- Have a working knowledge and understanding of all the primary design disciplines.

James E. Roberts-Obayashi Corporation Standards

The foundation of success is found in meeting the following JERO expectations:

- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork.
- Strong ambition to succeed
- Adhere to company policies and procedures
- Represent the company in a positive and professional manner
- Available to work for extended hours to meet deadlines
- Handle oneself with professionalism during stressful situations
- Maintain a positive attitude and morale
- Complete responsibilities diligently
- Interact effectively with all members of the company and all outside associates
- Consider the big picture and long-term implications of one's actions
- Work independently, exercise discretion, apply common sense and make competent decisions
- Adhere to designated work schedule
- Use company resources wisely
- Maintain a neat, organized workspace

Position Type/Expected Hours of Work:

This is a full-time exempt position which will typically involve 50+ hours a week. Due to the nature of the job, the employee must be available on-call early/late hours to deal with delays, bad weather & emergencies at the job site.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Summary of essential job functions as defined under the Americans with Disabilities Act may include the following tasks: ability to walk jobsite including stairs and ladders; ability to lift and carry project documents; ability to communicate both verbally and in written form; making independent decisions regarding workflow. The list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by this position.

Employee signature below constitutes employee's understanding of the requirements, essential duties and responsibilities of the position.

Employee Printed Name

Employee Signature

Date