



SYNOPSIS POSITION DESCRIPTION

Title: Superintendent

Reports to: Senior Project Manager or,
Director of Operations or, Division Manager

Direct Reports: Assistant Superintendent,
Field Engineer, Timekeeper, Jobsite
Secretary

Overview: Provide continuous hands on field supervision for all construction operations, including direct supervision of assistants, foreman, craftsman, subcontractors, and other construction related personnel directing them in the planning, coordination and execution of work on time, within budget, achieving high standards of workmanship, attaining or exceeding profit goals, maintaining a safe work place, promoting and enhancing client relationships and the company image. The designation of Superintendent I, II and III will depend upon the number of years experience, complexity and size of projects and the ability to interface successfully with clients and all parties involved with a particular project or projects. This position will require the Superintendent to inspect construction including cluttered areas, climbing ladders, working in bad weather, hazardous areas and dark conditions.

Essential Job Functions/Duties and Responsibilities:

Planning

Organizing

Controlling

Leadership

Project Operations

Total Quality Management

- Participates in the Company's Total Quality Management program. Especially Jobsite Quality Planning and implementation of the Jobsite Quality program.

Education Requirements:

Trained in construction practices, methods and schedules; can oversee total quality, safety and inspection programs and processes; continue personal development through Prestige Construction Group Training and Development program.

General Background/Work Experience Requirements:

- 10-12 years experience in on-site field methods and supervision.
- Superintendent I minimum of 5 years
- Superintendent II, III minimum of 10 years
- Strong communication, organization and analytical skills.

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