

JOB DESCRIPTION

Title: Superintendent
Department: Operations
Classification: Exempt
Reports to: Senior Superintendent or Project Executive

Job Summary

Manage and supervise all aspects of field operations for the assigned project from preconstruction through closeout. This includes preconstruction phase activities such as constructability reviews, QA/QC reviews, value engineering, subcontract scoping, site logistics plan and preconstruction schedule management. In addition, manage and supervise all construction phase activities such as project setup, safety management, subcontractor scope review, schedule management, field operations, trade production, subcontractor coordination, labor management, QA/QC management, timely procurement, staff management, client management, risk management, document management, punch list management and project closeout.

Technical Duties and Responsibilities

PRECONSTRUCTION	Assist in the estimating / budgeting process. Conduct constructability reviews throughout the design process. Conduct QA/QC reviews to eliminate high-risk details. Help develop and manage the value engineering process. Prepare preliminary schedules. Assist in scope reviews and evaluating appropriate subcontractor bid lists and proposals. Develop site logistics plans.
PRIME CONTRACT KNOWLEDGE / ADHERENCE	Understand and comply with important features of the prime contract.
COMPREHENDING DOCUMENTS	Maintain a working knowledge of all project details and specifications including all contract document revisions such as addenda and bulletins.
INFORMATION ORGANIZATION	Ensure all documents are readily accessible and neatly organized. Ensure project information is promptly filed for future access. Ensure construction is never affected due to unfiled, missing, or piles of paperwork.
CONTRACT DOCUMENTS	Ensure that Contract Documents are promptly transmitted to all new subcontractors. Clearly understand all documents that make up the "Contract Documents".

AGREEMENTS	Review subcontract scope descriptions so they are complete and well-coordinated. Assist in pushing the team towards timely subcontract awards to avoid schedule impact.
SAFETY	Ensure that the jobsite is safe and that the Bernards Injury Illness Prevention Program (IIPP) is understood and implemented on the project. Ensure that all Bernards safety procedures are being followed including making daily safety observations and safety inspections through the Bernards electronic system. Ensure that subcontractors have submitted their own IIPP. Prepare and lead weekly safety meetings. Ensure that all mandatory regulatory notifications are posted in a prominent area. Ensure the Safety Data Sheets (SDS) are being collected and filed; provide spot check audits of this process. Ensure that the Bernards Hot Work Permit process is being followed. Enforce compliance with construction Personal Protective Equipment (PPE) being worn at all times by all personnel on-site. Ensure that all work performed is in compliance with OSHA and that all required OSHA permits are in place. Ensure that all documentation is in place in the event of an OSHA Safety Inspection. Ensure that a Safety Engineer is assigned to the project full-time when the jobsite headcount exceeds 250 tradesmen.
FINANCIAL MANAGEMENT	Understand the current financial projections. Understand the important B360 forecasting and reporting features including the origin of all data populating Key Performance Indicators (KPIs). Assist the team in presenting major issues of the projection to upper management. Ensure all reasonable efforts have been made to maximize the project fee or minimize losses.
SWPPP	Enforce and maintain the Storm Water Prevention Pollution Plan (SWPPP). Comply with the approved SWPPP design that will prevent sediment and other pollutants from the construction project discharging into the storm water systems. Ensure that all designed Best Management Practices (BMPs) are implemented and reviewed.
FIELD LABOR	Manage all on-site field labor. Coordinate with the Project Manager, Senior Superintendent and Project Executive prior to requesting any field labor from the Bernards Preferred Vendor list. Ensure that the field labor force on-site is productive and that this work force is not completing the work of other subcontractors. For safety liability concerns, ensure that the field labor force provides their own equipment. Track and record all work being performed.
INSPECTIONS	Ensure and pre-check all areas to be inspected prior to calling for inspection. Establish a positive and trusting working relationship with all inspectors.

<p>JOBSITE SECURITY, ORGANIZATION, CLEANLINESS, & BRANDING</p>	<p>Ensure that the site is secure during construction operations and that only authorized tradesmen are working on-site. Ensure that all visitors have checked-in at the jobsite office. At the end of the workday, ensure that all temporary fencing and applicable structures are secured and locked. Maintain the jobsite in an organized fashion at all times ensuring that deliveries are pre-planned and storage / laydown areas do not impede the progress of the work. Ensure that the site is clean; enforce subcontractor clean-up. Further, implement, manage and inforce composite crew clean-up operations. Minimize costs expended on outsourced labor clean-up by enforcing subcontractors to clean their own debris. Ensure the Bernards branding signage and banners are in good condition and prominently displayed in high visible areas.</p>
<p>FIELD TICKETS</p>	<p>Enforce that subcontractors perform all work described in their subcontract agreement. Ensure that all subcontractor field extra work ticket scopes are reviewed with the Project Manager prior to signing. Ensure that the correct Bernards numerical tracking number is on the ticket. Ensure the correct hours and material are indicated on the ticket. Ensure that the Project Manager is immediately provided a copy of the ticket so that all costs can be forecasted correctly.</p>
<p>DAILY REPORTS</p>	<p>Ensure that Daily Reports for all subcontractors are complete and comprehensive, recording all required information. Further, ensure these reports are completed every day in compliance with Bernards policy.</p>
<p>MEETING MANAGEMENT</p>	<p>Attend all project meetings such as OAC meetings, staff meetings, etc. Prepare for and lead all project meetings such as safety meetings, pre-installation meetings, coordination meetings, QA/QC meetings, foreman meetings, etc. Ensure that meeting minutes are maintained in accordance with our policy. Ensure that meetings are well prepared, consistently held, productive, and solution driven.</p>
<p>RISK MANAGMENT</p>	<p>Assist in ensuring proper insurance is in place and that the project is in full compliance with all Bernards' risk management policies. Ensure that all entities on-site are fully insured per Bernards corporate standards with the correct documentation on file prior to any work commencing. Follow Bernards risk notification protocol for all water intrusion incidents on the project.</p>

BIM	<p>Ensure that the BIM execution plan is followed. Ensure the successful process of reviewing mechanical and electrical systems for compatibility with each other as well as other building components and space constraints. Ensure areas of conflict are identified and resolved prior to the commencement of construction. Ensure detailed notes and minutes are maintained to ensure continued momentum with the coordination process. Ensure errors are minimized in the coordination process so that the impacts from coring, x-raying, saw cutting or demolition of completed building elements do not occur or are mitigated.</p>
QA/QC	<p>Comply with the Bernards Quality Management Manual (QMM) outlining our quality policies, standards and procedures. Ensure that your project meets or exceed the quality standards of our customers. Ensure the project specific Quality Management Plan (QMP) is created and followed to establish the quality assurance systems and standards that will be utilized on the project. Ensure that mock-ups are constructed prior to the commencement of work in the field. Ensure that pre-installation meetings are conducted prior to any subcontractor mobilizing on-site. Comply with the Bernards Water Intrusion Prevention Plan (WIPP) and enforce the policies outlined.</p>
DIRECTORIES / FILES / REPORTS	<p>Ensure that all project documents, files, and reports are current, filed and distributed in accordance with our policy.</p>
AS-BUILT DRAWINGS	<p>Ensure a clean set of Contract Documents has been established for recording as-built information. Ensure as-built entries are routinely made to the as-built drawings prior to backfilling or concealing of the work. Ensure the Owner / Architect / Inspector are in agreement with the accuracy and quality of the as-built documents. Ensure construction is never delayed due to missing or inaccurate information in the as-built drawings. Ensure the monthly progress payment is not affected by missing or inaccurate as-built information.</p>
PERMITS	<p>Ensure all city, county and state permits are obtained, closed out in a timely fashion, and do not cause a delay to the project schedule.</p>
DOCUMENT CONTROL	<p>Ensure that all document control procedures are being followed. Ensure a working set of drawings and specifications are established at the jobsite. Ensure pre-bid addenda and all post-bid changes and clarifications are accurately and promptly identified in the working drawings. Ensure your understanding of the working drawings is superior to the subcontractors involved in the project. Ensure subcontractors are building from the most current information and the working drawings are organized, legible, and well-kept.</p>

<p>SCHEDULING</p>	<p>Responsible for creation of the initial baseline schedule and updating of all subsequent schedules. Collaborate with the Project Manager, Senior Superintendent and Project Executive in this effort. Create, manage and distribute 3-week look-ahead schedules to all subcontractors on a weekly basis. Create recovery / work-around schedules as required. Lead any necessary pull planning working sessions with subcontractors as the project needs dictate. Ensure that the project is not delayed, and if necessary, assist in the pursuit of contract time extension(s) including added and extended general conditions costs (as applicable).</p>
<p>SUBMITTALS</p>	<p>At project start-up, review the list of all required submittals for compliance. Ensure that submittals are received, approved, returned in a timely manner. Ensure the submittal log is updated. Ensure submittals are accurately reviewed for compliance with the Contract Documents. Ensure that submittal approvals are timely in order to avoid materials or equipment arriving late.</p>
<p>PROCUREMENT LOG</p>	<p>Ensure the procurement log is developed at the beginning of the project and is very detailed and accurate. Ensure that this log is updated and maintained in order to eliminate project delays.</p>
<p>REQUESTS FOR INFORMATION</p>	<p>Ensure that all RFI procedures are being followed. Ensure that RFIs are properly tracked, logged, and answered. Ensure that CORs are created where RFI response dictates.</p>
<p>CHANGE ORDER REQUESTS</p>	<p>Inform the Project Manager of any known added costs resulting from changed conditions.</p>
<p>NON-RECOVERABLE SCOPE CHANGES</p>	<p>Review non-recoverable scope changes with the Project Manager and work to mitigate these costs.</p>
<p>ACCOUNTS RECEIVABLE</p>	<p>Review the monthly subcontractor percentage completion with the Project Manager and the Owner.</p>
<p>ACCOUNTS PAYABLE</p>	<p>Review the initial subcontract schedule of values with the Project Manager to ensure sufficient funds are in reserve to complete the work. Inform the Project Manager of any funds to be withheld from subcontractors due to non-compliance with subcontract terms.</p>
<p>FIELD MANAGEMENT</p>	<p>Provide overall field operations leadership. Ensure the jobsite is safe, secure and work is progressing in compliance with all OSHA regulations. Ensure the subcontractor's work is well coordinated in a productive sequence. Ensure the work is progressing with attention to detail and in compliance with all Contract Documents.</p>

PUNCH LIST	Ensure the punch list process is timely and it exceeds the Owner’s expectations. Ensure that trade completion lists are completed six weeks prior to the formal punch list. Ensure that the completion lists as well as the punch lists are completed in a timely fashion.
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Leadership Duties and Responsibilities

LEADERSHIP	Ability to lead and motivate a team to achieve project goals. Uphold excellent interpersonal skills including mentoring others and conflict resolution. Demonstrate the ability to collaborate, work well with others, and resolve issues with a win-win focus.
STAFF MANAGEMENT	Ensure qualified staff is on board to support project needs and the overall performance of the project team. Manage and assign staff duties to meet the needs of the project. Mentor all teammates on the project to help them work more effectively. Provide timely comprehensive feedback on performance.
SUBORDINATE TRAINING / ASSIGNMENTS	Ensure your subordinates are growing in their performance of duties. Ensure they are motivated and maintain a constant workload.
DESIGN TEAM RELATIONS	Maintain successful, mutually beneficial working relationships with Architects and Engineers. Create confidence with the design team that challenges are being addressed in a timely professional manner. Maintain the goal of having the design team specifically request to work with you again on the next project.
SUBCONTRACTOR RELATIONS	Maintain successful, mutually beneficial working relationships with subcontractors. Create confidence with the subcontractors that challenges are being addressed in a timely professional manner. Maintain the goal of having subcontractors spread a good word about you and Bernards within the industry.
PROJECT MANAGER RELATIONS	Maintain successful, mutually beneficial working relationships with Project Engineers, Assistant Project Managers and Project Managers. Consider the level of communication. Consider the effectiveness of the working relationship. Consider whether your teammates would like to work with you on a future project.
ESTIMATING DEPARTMENT RELATIONS	Provide feedback to Estimating regarding the estimate. Maintain successful, mutually beneficial working relationships with Estimators.

OTHER BERNARDS DEPARTMENT RELATIONS	Maintain successful, mutually beneficial working relationships with other Bernards department personnel such as Project Administrator, Contracts Administrator, Accounting, Risk Management, Scheduling, BIM, TIS, and HR.
PROPER USAGE OF UPPER MANAGEMENT	Timely inform upper management of significant issues. Resolve the majority of issues on your projects while leaving only the major issues for assistance. Prepare solutions to the challenge that is being faced.

Customer Service Duties and Responsibilities

CUSTOMER SERVICE SKILLS	Maintain a customer service mindset towards both internal and external customers. Maintain the core competences of customer service which includes empathy, attentiveness, positive language, patience, clarity in communication, continuous improvement, emotional intelligence, persuasion skills, and tenacity.
SENSITIVE TO CUSTOMER NEEDS	Identify Customer needs (hot buttons) accurately. Consider items such as cost, schedule, quality, noise, unobtrusive to surroundings, etc. Make every effort to fulfill all Customer needs.
CUSTOMER PERCEPTION OF COMPETENCY	Evaluate if the Customer views your performance as poor, adequate, or superior to the norm of the industry. Maintain the goal to achieve an evaluation of superior in the industry.
VERBAL COMMUNICATIONS WITH CUSTOMER	Communicate openly and freely with our Customers. Make recommendations, ask questions, and offer ideas when the situation arises. Be approachable to the Customer.
SAVE CUSTOMER TIME AND MONEY	Make suggestions or recommendations to the Customer. Through your efforts, strive to save the Customer money and/or time. Make it obvious to the Customer you are working in their best interest to save them time and/or money.
"BAD NEWS" DELIVERY AND REPAIR	Alert the Customer of bad news without causing severe distress. Consult with the project team in order to come up with a plan prior to alerting the Customer of bad news. Express news with concern.
PROPERLY NOTIFY CUSTOMER OF JOB STATUS	Keep the Customer informed on what is really happening on the job (no surprises). Report challenges as well as successes.

DO MORE FOR THE CUSTOMER THAN EXPECTED	Ensure the Customer’s perception is that they got more from you than was contractually expected. Go the extra mile with the Customer. Strive to have the Customer want to do the next project with Bernards because of your efforts.
CLOSEOUT AND "LETTER OF COMMENDATION "	Discuss the many positive highlights of Bernards performance with our Customer to help shape their perspective. Strive to receive a letter of commendation for Bernards at the close of the project.

Personal Attributes, Knowledge, Skills and Abilities

KEEPING COMMITMENTS	Accomplish all your commitments made to our Customers and Bernards teammates. Make commitments without haste and with proper research. Maintain the trust and confidence of all those you interact with.
RELIABILITY	Maintain predictable, consistent results and attendance.
TIME MANAGEMENT SKILLS	Administer effective time management skills by analyzing workload, assigning priorities, and maintaining focus on productive endeavors.
SENSE OF TIMING	Maintain a sense of urgency for all items on the project.
NEGOTIATING SKILLS	Conduct successful negotiations for subcontractors and the Owner.
PROACTIVE PROBLEM SOLVING	Maintain a proactive approach when addressing problems / challenges. Use preventive measures to minimize unproductive time spent reacting to issues or “firefighting” issues.
MARKETING & PRESENTATION SKILLS	Prepare and participate in project pursuit presentations.
PERSPECTIVE	Maintain your ability to keep focus on the important issues. Do not get bogged down by the numerous clutter of small issues. Consider the perspective of others.
TECHNICAL WRITING SKILLS	Ensure your written correspondence is clear and concise. Correspondence should convey the requested action and timing to the reader. Correspondence should not read as a "canned" letter that does not apply to the topic. Correspondence should convey the point without sounding like an unnecessary threat. Ensure grammar, spelling, and punctuation convey professionalism.

COMPUTER SKILLS	Maintain competency in the following software applications: B360, Microsoft Suite (Excel, Word, Outlook, PowerPoint), and P6 Scheduling.
CONSISTENCY	Maintain a steady performance day-in and day-out, week-in and week-out. Ensure you are perceived as able to consistently deliver positive results.
INITIATIVE	Maintain your ability to make things happen. Initiate action and follow through to results.
ORGANIZATION	Balance a multitude of tasks / issues. Maintain your work area efficiently to minimize redundant work. Ensure your work area is neat and organized. Pay attention to detail. Maintain a level of attention to detail appropriate to the task.
COMMUNICATION	Maintain clear and concise communication. Ensure that all personnel you interact with can understand you. Strive to be concise and to the point in your telephone and email communications.
TEAMWORK	Ensure others like working with you. Do whatever it takes to help your team. Offer advice and assistance to other teammates. Be sensitive to the workload of others.
VOLUNTEERING	Maintain active participation in Company improvement initiatives. Contribute ideas for improvement within or outside your normal job description. Volunteer with enthusiasm for such efforts.
ATTITUDE	Project a positive can-do attitude. Strive to be the teammate you would want to work with.
LOYALTY	Consider Bernards interest foremost in your decisions. Foster company loyalty with all personnel. Inform your manager if you suspect any activity that is adverse to the good of the company.
INTEGRITY	Demonstrate integrity in an honorable manner at all times. Maintain trust with those who work with you. Stand behind your "word". Keep your commitments. Support your team members and do not undermine them. Maintain confidentiality with others. Diffuse and do not pass on rumors.
VACATION	Take vacations to renew your spirit. Do not request vacation time at points that are critical to your team. Properly delegate your duties prior to your vacation. Provide sufficient advance notice of your vacation to coworkers and customers.
SELF MOTIVATION	Maintain the ability to generate enthusiasm for your work on a daily basis. Overcome the negative aspects of our business. Persevere during times of heavy stress.

PROFESSIONAL IMAGE	Consistently project a professional image with respect to your attire, dress, grooming, workspace, speech, grammar and written communication, including all forms of social media.
RESOURCEFULNESS	Strive to know where to get answers and do not let matters drop. Actively seek the advice of others. Be creative in your problem solving abilities.
WORK ETHIC	Maintain a strong work ethic and the ability to work effectively alone or in a team.
DEVELOPMENT OF SKILLS	Maintain an eagerness to accept new tasks and stretch assignments outside your job description that will further your professional development.

Preferred Education and Experience

- Bachelor of Science in Construction Management, Civil Engineering or Architectural Engineering preferred.
- Over 7 years of construction industry experience managing projects within our market segments and of our typical project sizes from start-up to completion.

Acknowledgement

I have read, understand and agree to the above job description. I understand that this job description can be revised at any time at the sole discretion of my Manager and that additional duties may be assigned.

Employee Name: _____

Employee Signature: _____ Date: _____

Manager Name: _____

Manager Signature: _____ Date: _____