

JOB DESCRIPTION

Title: Assistant Superintendent
Department: Operations
Classification: Exempt
Reports to: Superintendent or Senior Superintendent

Job Summary

Assist the Superintendent and Project Manager in managing the construction project and act as a resource for the Superintendent in running the day-to-day field operations. This includes assisting in preconstruction phase activities such as constructability reviews, QA/QC reviews, value engineering, subcontract scoping, site logistics plan, and preconstruction schedule management. In addition, assist in managing and supervising 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, risk management, document management, punch list management, and project closeout.

Technical Duties and Responsibilities

PRECONSTRUCTION	Assist in the estimating / budgeting process. Assist in the creation of constructability reviews throughout the design process. Assist with QA/QC reviews to eliminate high-risk details. Assist in developing and managing the value engineering process. Assist in the preparation of preliminary schedules. Assist in scope reviews and evaluating appropriate subcontractor bid lists and proposals. Assist in developing site logistics plans.
PRIME CONTRACT KNOWLEDGE / ADHERENCE	Understand and comply with important features 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	Assist with ensuring that Contract Documents are promptly transmitted to all new subcontractors. Clearly understand all documents that make up the "Contract Documents".

AGREEMENTS	Assist in reviewing subcontract scope descriptions so they are complete and well-coordinated. Assist in pushing the team towards timely subcontract awards to avoid schedule impact.
SAFETY	Assist in ensuring that the jobsite is safe and that the Bernards Injury Illness Prevention Program (IIPP) is understood and implemented on the project. Assist with ensuring that all Bernards safety procedures are being followed including making daily safety observations and safety inspections through the Bernards electronic system. Assist in ensuring that subcontractors have submitted their own IIPP. Assist in the preparation of the weekly safety meetings. Assist with postings of all mandatory regulatory notifications. Assist with ensuring the Safety Data Sheets (SDS) are being collected and filed. Assist with ensuring that the Bernards Hot Work Permit process is being followed. Assist with enforcing compliance with construction Personal Protective Equipment (PPE) being worn at all times by all personnel on-site. Assist with ensuring that all work performed complies with OSHA and that all required OSHA permits are in place. Assist with ensuring that all documentation is in place in the event of an OSHA Safety Inspection. Assist with ensuring 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 as presented to you. Assist in ensuring that all reasonable efforts have been made to maximize the project fee or minimize losses.
SWPPP	Assist with enforcing and maintaining the Storm Water Prevention Pollution Plan (SWPPP). Assist with complying with the approved SWPPP design that will prevent sediment and other pollutants from the construction project discharging into the storm water systems. Assist with ensuring that all designed Best Management Practices (BMPs) are implemented and reviewed.
FIELD LABOR	Assist with managing on-site field labor. Assist with ensuring 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, assist with ensuring that the field labor force provides their own equipment. Assist with tracking and recording the work that is being performed.
INSPECTIONS	Assist with ensuring all areas to be inspected are pre-checked prior to calling for inspection. Establish a positive and trusting working relationship with all inspectors.

<p>JOBSITE SECURITY, ORGANIZATION, CLEANLINESS, & BRANDING</p>	<p>Assist with ensuring that the site is secure during construction operations and that only authorized tradesmen are working on-site. Assist with ensuring that all visitors have checked in at the jobsite office. At the end of the workday, assist with ensuring that all temporary fencing and applicable structures are secured and locked. Assist with maintaining 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. Assist with ensuring that the jobsite is clean; enforce subcontractor clean-up. Assist with managing composite crew clean-up operations. Minimize costs expended on outsourced labor clean-up by enforcing subcontractors to clean their own debris. Assist with ensuring the Bernards branding signage and banners are in good condition and prominently displayed in high visible areas.</p>
<p>FIELD TICKETS</p>	<p>Assist with ensuring that subcontractors perform all work described in their subcontract agreement. Assist with ensuring 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 is 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>Assist with ensuring that Daily Reports for all subcontractors are complete and comprehensive, recording all required information. Further, assist with ensuring these reports are completed every day in compliance with Bernards policy.</p>
<p>MEETING MANAGEMENT</p>	<p>As directed by your manager, attend project meetings such as OAC meetings, staff meetings, etc. Assist with preparation for project meetings such as safety meetings, pre-installation meetings, coordination meetings, QA/QC meetings, foreman meetings, etc. Assist with ensuring that meeting minutes are maintained in accordance with our policy. Assist with ensuring 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. Assist with ensuring 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>Assist with the execution of the BIM plan. Assist with ensuring the successful process of reviewing mechanical and electrical systems for compatibility with each other as well as other building components and space constraints. Assist with ensuring areas of conflict are identified and resolved prior to the commencement of construction. Assist with ensuring detailed notes and minutes are maintained to ensure continued momentum with the coordination process. Assist with ensuring 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>Assist with the execution of the Bernards Quality Management Manual (QMM) outlining our quality policies, standards and procedures. Assist with ensuring 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. Assist with ensuring that mock-ups are constructed prior to the commencement of work in the field. Assist with ensuring that pre-installation meetings are conducted prior to any subcontractor mobilizing on-site. Assist with the execution of the Bernards Water Intrusion Prevention Plan (WIPP) and assist with enforcing 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>Assist with ensuring a clean set of Contract Documents has been established for recording as-built information. Assist with ensuring as-built entries are routinely made to the as-built drawings prior to backfilling or concealing of the work. Assist with ensuring the Owner / Architect / Inspector are in agreement with the accuracy and quality of the as-built documents. Assist with ensuring construction is never delayed due to missing or inaccurate information in the as-built drawings. Assist with ensuring the monthly progress payment is not affected by missing or inaccurate as-built information.</p>
PERMITS	<p>Assist with ensuring that 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>Assist with ensuring that all document control procedures are being followed. Assist with ensuring that a working set of drawings and specifications are established at the jobsite. Assist with ensuring 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. Assist with ensuring subcontractors are building from the most current information and the working drawings are organized, legible, and well-kept.</p>

<p>SCHEDULING</p>	<p>Assist with the creation of the initial baseline schedule and updating of all subsequent schedules. Assist in the creation and distribution of the 3-week look-ahead schedules to all subcontractors on a weekly basis. Assist in the creation of any recovery / work-around schedules as required. Assist in any pull planning working sessions with subcontractors as the project needs dictate. Assist with ensuring 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. Assist with ensuring that submittals are received, approved, and returned in a timely manner. Assist with ensuring the submittal log is updated. Assist with ensuring submittals are accurately reviewed for compliance with the Contract Documents. Assist with ensuring that submittal approvals are timely in order to avoid materials or equipment arriving late.</p>
<p>PROCUREMENT LOG</p>	<p>Assist with ensuring the procurement log is developed at the beginning of the project and is very detailed and accurate. Assist with ensuring that this log is updated and maintained in order to eliminate project delays.</p>
<p>REQUESTS FOR INFORMATION</p>	<p>Assist with ensuring that all RFI procedures are being followed. Assist with ensuring that RFIs are properly tracked, logged, and answered. Assist with ensuring that CORs are created where RFI response dictates.</p>
<p>CHANGE ORDER REQUESTS</p>	<p>Inform the Superintendent and Project Manager of any known added costs resulting from changed conditions.</p>
<p>NON-RECOVERABLE SCOPE CHANGES</p>	<p>As presented to you, review non-recoverable scope changes with the Superintendent and Project Manager and assist in mitigating these costs.</p>
<p>ACCOUNTS RECEIVABLE</p>	<p>Assist in the review of the monthly subcontractor percentage completion with the Superintendent, Project Manager and the Owner.</p>
<p>ACCOUNTS PAYABLE</p>	<p>Assist in the review of the initial subcontract schedule of values with the Superintendent and Project Manager to ensure sufficient funds are in reserve to complete the work.</p>
<p>FIELD MANAGEMENT</p>	<p>Assist with the overall field operations leadership. Assist with ensuring the jobsite is safe, secure, and work is progressing in compliance with all OSHA regulations. Assist with ensuring the subcontractor's work is well coordinated in a productive sequence. Assist with ensuring the work is progressing with attention to detail and in compliance with all Contract Documents.</p>

PUNCH LIST	Assist with ensuring the punch list process is timely and it exceeds the Owner’s expectations. Assist with ensuring that trade completion lists are completed six weeks prior to the formal punch list. Assist with ensuring 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.
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 Bernard's 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.
OTHER BERNARDS DEPARTMENT RELATIONS	Maintain successful, mutually beneficial working relationships with other Bernard's department personnel such as Project Administrator, Contracts Administrator, Accounting, Risk Management, Scheduling, BIM, TIS, and HR.
PROPER USAGE OF MANAGEMENT	Timely inform your manager of issues. Attempt to 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	As much as your position will allow, 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	As much as your position will allow, 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	At the direction of your manager, communicate openly and freely with our Customers. At the direction of your manager, make recommendations, ask questions, and offer ideas when the situation arises. Be approachable to the Customer.
SAVE CUSTOMER TIME AND MONEY	Assist your manager in making 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	Assist your manager in alerting 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	As much as your position will allow and at the direction of your manager, 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	Work to ensure the Customer's perception is that they got more from you than was contractually expected. Always try and 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 "	In conjunction with your teammates, work hard 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	Continue to build your negotiation skillset in your interactions with 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 5 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: _____