



Job Title: Superintendent

Reports to: General Superintendent

Date Approved: 12/08/22

FLSA Status: Exempt

Salary Range: \$75,000-\$112,000 per year

Qualifications:

- Commercial Construction Superintendent experience: 5+ years
- Driver's License (required)
- Work authorization (required)

Position Description:

Commercial Construction Superintendent provides the knowledge, skills and experience required to manage the day-to-day field operations. The Superintendent is accountable for the overall management of the project site and all workers on the site. The Superintendent will be the onsite contact for subcontractors, suppliers, architects, and owners.

ECI Superintendents are responsible for establishing and maintaining a professional work environment. These responsibilities include but are not limited to cultivating a positive atmosphere, developing open and effective communication with all personnel involved with the project. Championing problem-solving techniques to promote project progress. Use constructive communication to minimize conflict. Assist other positions if necessary.

Responsibilities

- Manage day-to-day field activities to obtain timely completion of tasks to maintain overall project schedule. Creating detailed 3-week look-ahead schedules to ensure upcoming tasks are communicated with subcontractors and the required materials and equipment are procured.
- Manage self-performed work to ensure timely completion and cost control as well as perform quality control of self-performed and trade work prior to and post-installation.
- Manage project close-out and punch lists to ensure timely completion. Assist in warranty items on completed projects.
- Maintain daily paperwork and documentation which includes timecards, daily field reports in Procore, toolbox talks, email correspondence, schedule updates, collecting and coding delivery tickets, quality control checklists, etc.
- Maintain a clean and safe work environment.
- Enforce compliance with contract documents, Stormwater regulations, and OSHA regulations
- Ensure compliance with local jurisdictions, schedule and engage in project inspections.
- Administer weekly safety meetings, subcontractor meetings as well as participate in weekly Owner/Architect/Contractor meetings.
- Communicate survey needs to 3rd party surveyor to obtain adequate staking to complete project within survey budget.
- Understand project budgets. Ability to read Heavy Bid budgets.
- Attention to detail, strong organizational skills
- Willing to get assistance with scopes that are unfamiliar.

Knowledge:

- Erosion control
 - Understanding of the state and federal regulations.
 - Ability to identify issues and get them corrected quickly and efficiently.
- Earthwork
 - Reading and interpreting grading plans.
 - Coordinate with surveyors to obtain the information needed to construct the project.
 - Understand survey budget.
 - Schedule staking at appropriate sequence and time.
 - Knowledge of subgrade preparations for sidewalks, foundations, C&G, and asphalt.
- Utilities
 - Understanding stormwater, potable water, wastewater, electrical, gas, and communication installation.
 - Knowledge of safe installation methods.
- Concrete
 - Verify correct concrete mix.
 - Ability to recognize proper forming and finish.
- Playgrounds
 - Understanding proper installation sequence.
 - Understand Fall Zones.
 - ADA requirements
- Shelters
 - Ability to recognize grading issues around the shelter prior to manufacturing or construction.
- Athletic fields
 - Understand football, soccer, baseball, and softball fields.
 - Understand fencing associated with athletic fields.
- Synthetic fields
 - Understand the drainage, subgrade prep, turf installation.
 - Single story buildings Footers
 - Foundations
 - Masonry
 - Wood built walls
 - Roofing
 - Doors and windows
 - HVAC
 - Partitions
- Electrical
 - General knowledge of inspection timing, and service coordination.
- Sports lighting
- Irrigation
 - Understanding of irrigation pump installation.
- Landscaping
 - Ability to identify incorrect planting techniques.
- Working within river corridors
 - Understanding of state and federal acceptable dewatering practices.

Communication:

- Ability to work with a considerate and mature demeanor.
- Ability to work well with diverse personalities.
- Employs strong and effective listening skills.
- Ability to communicate effectively verbally and in writing.
- Efficient communication via email, smart phone when needed.
- Understanding of proper times to discuss issues.

Safety:

- OSHA 10 hr.
- OSHA 30 hr. preferred

Technical skills:

- Microsoft Office
- Procore
- Suretrak

Other:

- Ability to facilitate training of foreman and labor.
- Basic understanding of estimating procedures.
- Basic understanding of Project Management procedures.
- Can identify rough equipment operations and abuse.
- Safe loading and hauling of equipment and materials under 26,000lbs GVWR.

ECI Site Construction reserves the right to modify this description at their discretion. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

If you are offered a position with ECI, the offer will be contingent upon the following: 1) successful completion of a pre-employment drug screening examination; 2) pre-hire screening, will require that you execute documents required by the Company for a background investigation concerning your criminal and employment history; and 3) the offer is also dependent on the verification of your eligibility to work in the United States.