

BAYLEY

Job Title:	Project Superintendent
Reporting Line:	Project Manager/Project Executive

Overall Results Expected:

The Project Superintendent will oversee, manage and coordinate the safe, timely and efficient operation of all onsite personnel and activities from the project's inception through completion. This encompasses both trade partner personnel as well as on-site company field personnel. The Project Superintendent is directly involved with every aspect of the inner and outer mechanics of the entire project and a key component to its success.

Essential Duties and Responsibilities:

Safety:

- Ensure all onsite personnel adhere company safety policies as well as OSHA/WISHA standards while performing work onsite.

Field Supervision / Planning:

- Supervise all on-site craft field personnel and subcontractors.
- Advance planning of day-to-day work activities to avoid conflicts or omissions, and to maintain optimum crew size, work and material flow, consistent with schedule and budget.
- Coordinate all subcontractors and their work and all major material deliveries.
- Communicate the project progress and future plans with Field Foremen to create a supportive team vision with common goals.
- Work closely with Project Manager in the scheduling of company equipment and tool use through company's equipment rental while working with the Project Engineer to maintain an equipment rental log.
- Purchasing of supplies
- Overseeing all field operations, including tracking all issues and questions
- Hiring of field personnel
- Project plans, specifications and jobsite conditions at preconstruction
- Generate and submit daily reports

Scheduling:

- Work closely with the Project Manager in the initial scheduling of the project and closely monitor the actual progress of the work.
- Coordinate construction methods and procedures with the Project Manager at the start of each phase to understand the Estimator's idea and assess if a more efficient method is possible; with mutual agreement between the Project Superintendent, Project Manager and Project Executive.
- Work closely with the Project Manager and Project Executive on project methods, labor, material, and equipment requirements.
- Produce and distribute short Interval Schedules regularly throughout the project.

Job Knowledge:

- Familiar with plans, understanding specifications and assessing jobsite conditions at preconstruction stage
- Requirements of the general work and that of all trade partners.
- Budget, subcontracts and material contracts
- Project general and special conditions; awareness of subcontractor and supplier scopes and the contractual obligations of each.