

GREENLAND ENTERPRISES, INC.
JOB DESCRIPTION

TITLE: Project Superintendent

REPORTS TO: Construction Manager

LOCATION: Various

APPROVED/REVISED DATE: 06-23-17

FLSA STATUS: Exempt

JOB SUMMARY: With Project Manager and Project Superintendent oversight, plan, coordinate, direct and supervise personnel, subcontractors, and vendors engaged on projects and ensuring they complete the work on time, within budget and to the quality specified. Position is required to continuously improve project safety, quality, and efficiency as a front line representative of Greenland Enterprises, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support project goals and objectives with input from the Project Manager and Superintendent for subcontractors, vendors, and assigned personnel.
- Communicates project goals and objectives with assigned subcontractors and vendors on a daily basis.
- Prioritizes critical path items and help direct resources to achieve them.
- Serves as a business partner with Project Manager and Superintendent by providing supervisory, scheduling, and material procurement support as required.
- Meets with Project Manager and Superintendent to discuss scope of project, budgets, performance, and close-out.
- Ensures strict adherence to contract documents (i.e. plans, specs, addendums, etc.) onsite.
- Assists Project Superintendent to prepare daily, weekly, and monthly progress reports detailing the project activities each week and the anticipated activities of future weeks with the Project Manager.
- Ensures material/equipment delivered to site is in compliance with approved project submittals and contract documents.
- Assists in reviewing, analyzing, and approving vendor material invoices once received at the project location.
- Attend safety "toolbox talks" each week with subcontractors and personnel assigned.
- Prepares daily logs detailing subcontractor personnel assignments, locations, and activities on the project site when Project Superintendent is not present.
- Maintains red-lined set of as-builds onsite; ensures all subcontractors are keeping updated as-builds.
- Ensures assigned subcontractors have the proper access badges for secure project sites.
- Ensures safety compliance for all assigned personnel and subcontractors to the project work site.
- Ensures project sites are clean, safe, and organized.
- Promotes team work.
- Flexibility to work overtime, weekends, and overnight travel as required.
- Responsible for all other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervisory responsibilities include helping the Project Superintendent with the overall direction, coordination, and evaluation of assigned personnel in accordance with the organization's policies and applicable laws. Other responsibilities include helping the Project Manager and Superintendent with planning, assigning, and directing work of subcontractors and vendors assigned to projects.

EXPERIENCE:

- Minimum two (2) years experience in general construction.
- Working and/or educational knowledge (through course studies) of the construction process (i.e. submittals, RFI's, etc.) and familiarity with estimating material and labor costs.

TRAVEL: Frequent periods of travel within the United States.

EDUCATION/TRAINING:

- Bachelor's degree in construction management, engineering or related discipline and/or
- Five (5) years related construction experience in lieu of a degree.
- Proficient in Microsoft Office Suite

QUALIFICATIONS:

- Must have a clean driving record.
- Must complete a successful background check.
- Ability to communicate professionally at all levels of the organization and with external contacts.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoist, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk, and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. While performing the duties of this position, the associate regularly works on-site at the construction work site where the associate is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these environments is normally moderate to very loud, use of company provided personal protective equipment for all known and potential hazards are mandatory. Frequent lifting of equipment between 10-50 lbs. required.

Signature _____

Print name _____

Date _____

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.