

PROJECT SUPERINTENDENT

PRIMARY FUNCTION:

The Project Superintendent supervises the field construction of projects, including its organization, planning and scheduling in order to complete the work on time, within the budget and to quality specified. In the performance of this function, the Project Superintendent is responsible to protect and promote the interest of Wise, in all matters, and to take actions, as required, to satisfy responsibilities which include, but are not limited to the following:

DUTIES AND RESPONSIBILITIES:

1. To have complete knowledge of all general contract and subcontract documents, drawings and specifications and to develop the on site plans and procedures for the implementation including quality control efforts.
2. To develop within the project documents, the quality control procedures and requirements.
3. To have complete knowledge of the job estimate and to see that the work is performed within the boundaries of the estimate.
4. To plan and review the construction program with the Project Manager including procedures, plans, materials, equipment and manpower.
5. To prepare progress schedules, to keep them properly updated and to see that the job does everything feasible to meet the required dates. These schedules must be coordinated with the Project Manager.
6. To advise the Project Manager on project requirements for temporary construction services.
7. To examine all drawings and specifications for suspected design deficiencies, impractical details and code violations, and refer any findings to the Project Manager who will bring them to the attention of the Architect.
8. To direct and train the Wise work forces and administer the field office.
9. To oversee the work of the Project Accountant if required.
10. To assure the continued development of assigned staff by use of performance evaluations, varying assignments and promoting a positive project morale.

11. To work with the Project Manager in scheduling and expediting the delivery of materials and equipment furnished by Wise and subcontractors and to assume the primary responsibility for their timely on site delivery.
12. To coordinate, direct and monitor the activities of subcontractors, suppliers, Wise labor and Wise material.
13. To obtain or see that the subcontractors obtain all necessary permits for temporary and construction purposes. These include such permits as required for sidewalk bridges, sidewalk sheds, sidewalk closings, canopies, etc. (Project Manager will assist when requested by Superintendent).
14. To see that all insurance requirement of Wise and subcontractors are satisfied prior to starting the work and during the term of the project. Coordinate with the Project Manager.
15. To coordinate and direct when necessary the activities of inspection agencies and to effect remedial actions indicated by the reports of these agencies.
16. To handle all job labor relations obtaining help when necessary from the Project Manager or territorial labor relations representative.
17. To have complete knowledge of and assure that the project's and/or Corporate Equal Employment Opportunity and Manpower Utilization requirements are met.
18. To establish and maintain good safety and security practices for the entire project in accordance with Wise's Safety Manual and applicable safety codes and regulations.
19. To prepare regular and special reports for job meetings and attend same.
20. To keep the Project Manager and the Project Accountant and Engineer currently informed as to changes made in the field so that such changes may be covered by general contract change orders and subcontract change orders. To properly authorize, validate and process all T & M tickets, E.F.O.'s and similar documents involving changes.
21. To review and approve monthly estimates of work completed, payrolls, material, invoices and all other disbursements.
22. To participate in the timely preparation of monthly requisitions and to see that they are promptly reviewed and approved by the Architect and Owner's field representative.

23. To maintain good relations and communications with all involved in the project including the public.

QUALIFICATIONS:

1. At least two years of formal engineering, construction or architectural training and at least four years of building construction experience required. P.C. literate.
2. Adequate knowledge of construction cost, scheduling, line and grade (survey), estimating and engineering principles and techniques, as well as basic understanding of Wise accounting procedures. Knowledge of various construction methods and materials, their characteristics, installation procedures and tolerances.
3. Demonstrate management know-how, leadership and interpersonal skills.
4. Ability to communicate well – both verbally and in writing.

The Project Superintendent reports and is responsible to the Project Manager.