

PROJECT SUPERINTENDENT

Classification: Salary
Reports to: Construction Manager

Location: WB Sunderland
Revised: April 2018

Position Summary:

The primary function of this position is the day to day supervision and direction of work of foreman, laborers, operators and mechanics necessary to complete assigned construction projects. Ensure that projects are completed safely and efficiently, in accordance with project plans, specification and as directed by the Construction Manager

Essential Duties and Responsibilities:

The following list is intended to be exemplary of the demands of the position however it is not exhaustive of all day-to-day functions. The incumbent will be required to perform any or all the following in a given day, week or season:

- Supervise, direct and train labor force for successful completion of project
- Accurately record labor/operator/equipment work hours
- Accurately compile and record pay quantity data
- Have working knowledge of all tasks necessary to complete the project
- Be thoroughly familiar with all project requirements
- Meet formally with Project Manager to discuss/evaluate project status

Essential Qualifications:

- Strong knowledge of all necessary construction practices
- Strong written and oral communication skills
- Be thoroughly familiarly with OSHA, Company and project safety policies
- Flexibility with regard to schedule, working early and/or extended hours, weekends and holidays when required
- Ability to plan and schedule project activities, start to finish

Work Conditions

Candidate must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), long hours standing, walking, and laboring outdoors in varying weather conditions – frequently in extreme heat.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands, reach with hands and arms, handle, feel, talk, see, and listen. The employee must be able to push levers forward and backwards. The employee is required to stand, walk, climb stairs, stoop, bend, twist, kneel and crouch. Employee may sit for an hour or more at a time.

Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

Position Requirements:

High school diploma or equivalent plus three to five years in a supervisory position preferred. Strong leadership, communication, and problem solving skills. Must have a working knowledge of computers and the Microsoft office suite. Must have a valid driver's license and clean driving record. Knowledge of DOT and regulations, Must be able to comprehend MSDS sheets and make good judgments. Strong knowledge of math calculations used in all aspects of roadway construction. MUTDC and traffic control experience required. Excellent organizational, analytical, interpersonal, and communication skills. Will be required to travel and pass a physical and drug screen.

Independent Action:

Performs work independently within scope of established guidelines and practices. Self-starter, highly motivated
Individual.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.