Four C’s Construction

Superintendent

Expectations

- Schedule and manage projects in effective and creative ways to complete them on time and on budget.
- Assign personnel to jobs in a manner consistent with their experience.
- Monitor jobs for compliance with time schedule.
- Monitor jobs for compliance with the availability of required material.
- Monitor jobs for compliance with actual v. estimated hours.
- Constantly monitor the safety practices on projects to ensure that all safety regulations are followed and that there are no job-related accidents or injuries.
- Manage and emphasize to your workforce the importance of quality, timeliness, cooperation, and personal responsibility.
- Constantly seek self-improvement and more efficient procedures.
- All paperwork should be readable, accurate, and submitted in a timely manner.
- You are timely, dependable, reliable, and responsible.
- In your interaction with non-company personnel, you conduct yourself in a manner which reflects positively on the company.
- Ensure all contracts comply with Federal and State requirements.
- The coordination to completion of all assigned task with other departments, outside contractors and consultants, and representatives of government is accomplished in accordance with the timelines established by the Company.
- Coordinate the completion of assigned tasks with other departments.
- Coordinate the completion of assigned tasks with outside contractors & consultants.
- Coordinate the completion of assigned tasks with government representatives.
- Coordinate the completion of assigned tasks with customers.
- Problem areas are defined, investigated, and referred to your supervisor.
- Recommend course(s) of action for problem areas.
- You are effective in providing support to the Project Managers and Estimators.
- Relationships are built and maintained with outside parties which contribute to future project opportunities.
- You are respected by and have good working relationships with your co-workers.
- You are skillful and professional when completing special projects.
- You utilize all training opportunities to improve your skills and value to the company.
- Ensure foremen and subordinates utilize all training opportunities to improve their skills and value to the company.
- You demonstrate leadership skill to foremen and subordinates.
The Ideal Person

- Has a minimum of five (5) years of experience as a superintendent in the construction industry.
- Has had exposure to construction plans and specifications.
- Has had exposure to construction contracts.
- Can understand company infrastructure.
- Makes site visits twice a week
- Has good people skills
- Can establish positive working relationships.
- Able to motivate employees and obtain maximum performance.
- Has a strong sales experience.
- Has an excellent understanding of sheet metal work, general construction, HVAC, and waterproofing.
- Has a good working knowledge of both field and shop operations.
- Understands the time required to perform basic functions relevant to the job.
- Has excellent mathematical skills.
- Has excellent mechanical skills.
- Has excellent memory.
- Has excellent written and oral communication skills.
- Is a hard worker, punctual and dependable.
- Can think creatively, quickly, and is good at problem solving and being decisive.
- Is computer literate in Microsoft Office (Access, PP, Excel, & Word)
- Can handle more than one task at a time.
- Is highly organized.
- Can organize others.
- Has the ability to interpret construction plans and drawings.
- Is a self starter and can work independently or as a member of a team.
- Is a good listener and willing to ask questions.
- Can demonstrate quality common sense.
- Is trainable.
- Is open to instruction.
- Is able to apply learned skills.
- Understands business principles and how each member contributes to a company’s success.
- Maintains a clean, neat, and appropriate physical appearance.
- Assist the Project Managers in the organization of each project planning.
- Assist the Project Managers to ensure “on time” completion.
- Assist the Project Managers to ensure “on budget” performance.
- Assist the Project Managers with conformance to established quality standards.
• Assist the Project Managers in executing their duties.
• Apply your technical, mechanical, and people skills in the field.
• Assist foremen with the organization of a job.
• Assist foremen with materials.
• Assist foremen with manpower.
• Assist foremen with scheduling.
• Assist foremen with safety and training as needed.
• Inspect each job site at least twice weekly and upon completion, ensure compliance with the quality standards for the project.
• Observe all safety measures as outlined in the IIPP (Injury and Illness Prevention Program) and Employee Handbook in the performance of your duties.
• Notify Foremen and Project Managers of any conditions which have a negative impact on meeting the objectives of the project.
• Submit all required reports, including time cards, and attend all required meetings.
• Make site visits to “trouble shoot” problematic issues.
• Work in accordance with Project Managers Directives.
• Deliver materials to jobsite when needed.
• Assist with installation of materials as needed.

The Working Environment

Although the work environment and the specific duties are not consistently stressful, this is a very fast paced and highly responsible position which has a direct impact on the reputation of the company, the ability of the company to acquire new and repeat business, and the profitability of the company. Much of the time you will be working independently within the context of a team environment which includes the Owner, Shop Foreman, Shop Manager, and Purchasing Agent. Maintaining a relationship of respect with clients and co-workers are expected to be essential aspects of the work environment. All employees of Four C’s Service are expected to be supportive of the Mission Statement of the company and to have their job performance be consistent with that Statement.

The Work Responsibilities Include (but are not limited to):

1. Measure Jobs
2. Order Material
3. Coordinate shipping & receiving
4. Write scope of work/shop orders
5. Line out personnel and schedule jobs
6. Prepare Safety Inspection Reports when needed
7. Make site visits (pre-job, job walks, finals)
8. Maintain customer contact
9. Develops and maintain relationships
10. Make all appropriate reports to supervisor
11. Procure plans, spec books, pictures and any other pertinent information necessary to bid jobs as requested by the estimator(s).
12. Work with project schedules and sub-contractors to be proactive in the completion of the project
13. Assist project manager in tracking and completing all punch lists and close out documents to expedited final payment on contract
14. Make sure all shop drawings are done and given to proper personnel
15. Prepare PreCon packages
16. Complete special projects as assigned
17. Make all appropriate reports to Owner
18. All paperwork is completed properly and submitted daily
19. Inspections are ordered, if required
20. The job site is organized, safe, and clean
21. Material needs are anticipated and obtained at the site in a timely manner
22. Vehicles are clean and stocked with required tools and materials, and security systems are utilized.
23. Maintain and properly account for all company owned tools at all times
24. Notify management when materials, tools or safety equipment are in short supply or disrepair.
25. Ensure personnel are getting to and from the job (coordinate transportation)
26. Personnel are on the job and prepared to work at the designated start time
27. Personnel are working a full 8 hours a day on the job
28. Personnel are only taking 10 minute breaks and 30 minute lunches
29. Personnel have required tools to complete the job properly
30. Personnel are keeping a clean and safe working environment
31. Attend onsite meetings
32. Order non-specialty material from the purchasing department
33. Coordinate deliveries with the purchasing department (with Project Manager’s knowledge)
34. Communicate with the Project Manager on the status of the projects as it pertains to Four C’s Service, Inc.
35. Order shop fabricated materials from the shop
36. Assist the Project Manager in preparation of job billing paperwork