



T-ROSS BROTHERS CONSTRUCTION, INC.
JOB DESCRIPTION
COMMERCIAL CONSTRUCTION SUPERINTENDENT

Reporting Relationship: The Superintendent will report directly to the assigned Project Manager and Construction Manager.

Supervisory Responsibilities: Manages all field personnel assigned to the project. Is responsible for the overall direction, coordination and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities also include planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

The termination of all employees is handled by the Company. Those employees in direct violation of company policy and procedures may be removed from the job site by the Superintendent with the authorization of the Director of Human Resources.

Essential Duties & Responsibilities:

- Strong organizational skills and time management.
- Oversees, directs and coordinates all aspects of the completion of construction projects from start to finish.
- Reviews all plans and specifications for constructability and construction schedules, and advise the project team of issues or deficiencies.
- Prepare, manage and update the detailed project schedule with sequence and activity duration on a regular basis.
- Schedule and conduct all project start up meetings with sub-contractors.
- Establish the Punchlist process and close-out procedures with the Project Manager.
- Maintain a zero Punchlist.
- Schedules and procures tools and equipment necessary for the project.
- Manages, coordinates and supervises subcontractors, keeping track of each contractor's activities verbally and through written documentation.
- Ability to communicate with project owner, discussing project progress and answering questions, and always keeping the Company in a positive position to the owner and his representatives
- Meets with Project Manager as needed to review the scope of work for each new job. Keeps the Project Manager apprised of the status of any assigned job in progress.
- Determines manpower, materials, and equipment needed to complete each phase of job in an efficient manner in conjunction with assigned Project Manager. Notifies Project Manager of any shortages or slippage in the schedule that will negatively impact final job completion and/or job costs.
- Coordinates job site operations to facilitate attaining job budgets, tracking costs and labor hours with efficient use, and scheduling of manpower, materials, equipment, and subcontractors while maintaining satisfactory customer relations.

- Has a strong level of ability in reading and understanding construction drawings and specifications, and is able to facilitate building construction while following the specific drawings and specifications.
- Identifies areas in which reductions or efficiencies can be made and implements appropriate actions. Implements any corrective action as may be directed by assigned Project Manager, and compiles information for Project Manager to complete change orders.
- Participates in weekly monthly margin review process with Project Manager.
- Implements directives to subordinates outlining policy, program or operational changes.
- Responsible for the successful completion of each job per contract requirements and within estimated profit projections. Develops specific strategies to accomplish job goals and objectives. Seeks additional support from assigned Project Manager as needed.
- Delegate responsibilities and individual projects to the team and/or subcontractors.
- Resolve conflicts or miscommunication that may happen on-site quickly and amicably.
- Responsible for work quality, completing contracted obligations, and maintaining call backs to acceptable levels (includes subcontractors).
- Initiates additional work orders (change orders) and procures written verification from the customer prior to work commencing and/or secures approval from the office.
- Completes daily report(s) and other necessary paperwork according to company procedure.
- Oversee and ensure all safety rules are being followed. Promotes safe driving, operating, and providing proper maintenance of company owned/leased equipment. Ensures the proper operation, maintenance, and security of all equipment on the jobsites.
- Monitors standard operational and working practices and supervises workers to ensure compliance with company and OSHA safety standards.
- Maintains good housekeeping on job site and within job trailer.
- Develops and maintains operational lines of communication to facilitate efficiency. Acts in a way that promotes teamwork among colleagues and management staff.
- Strives to improve skills continuously. Takes advantage of company offered training sessions or other outside learning sources.
- Acts in a way that promotes organization in the workplace.
- Develops and maintains good customer relations.
- Mentor, manage and train new employees.
- Promotes teamwork that increases productivity and efficiency.
- Other duties as assigned by the Project Manager.

Work Performance: The Commercial Construction Superintendent will be evaluated specifically on the following factors:

- Can consistently run multiple projects with little guidance.
- Projects are always done with high quality and stay within budget and time constraints.
- Serves as a role model and resource for all team members.
- Effectively manages personnel.
- Completes all required paperwork accurately and timely.
- Maintains per job costs not to exceed 3% of estimated figures while attaining timely completion.
- Recognizes potential cost overruns and takes appropriate corrective action to minimize the impact of the overrun.
- Ensures that the quality of the work meets company standards.

- Implements and enforces the jobsite safety program to maintain EMR rating at an acceptable level.
- Assists assigned Project Manager with accurate monthly margin reviews of on-going projects on a timely basis.
- Conducts annual performance review of subordinate employees within two weeks of due date.
- Ensures that good housekeeping is maintained on the jobsite.
- Maintaining good customer relations.
- Participates in weekly toolbox meetings.
- Attends monthly safety meetings.
- Able to lift, push and pull up to 75 pounds.

Experience/Qualifications:

- Minimum of 10 years of experience in the construction industry as a site manager.
- Minimum of 5 years of experience as a Superintendent with a general contractor of commercial building projects with abilities to start and complete large/complex projects with minimal assistance and supervision.
- Proficient with Microsoft Office and usage of a Smart Phone.
- OSHA 30 certification preferred or minimum OSAH 10.

T-Ross Brothers Construction, Inc. is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.