

TITLE: SUPERINTENDENT (I, II, III)

Immediate Supervisor: VP of Construction**Department:** Construction**FLSA Classification:** Exempt**Version:** July 2024**Job Summary:**

Schedule, manage, and supervise all construction activities at the site of each assigned project. Responsible for ensuring each project is constructed in accordance with the contract documents, and within the confines of the budget and schedule, while maintaining high standards of quality and safety at all times.

Essential Functions:

- Schedules, coordinates, and supervises all construction activities on site.
- Ensures construction activities are performed per the contract documents and are in the proper sequence.
- Coordinates, attends, and documents all inspections and special testing requirements.
- Performs the 3-Phases of Quality Control (when a QCM is not assigned to the project) to ensure the highest quality of craftsmanship is achieved and doesn't require re-work.
- Identify, address, and resolve potential constructability risks, with the assistance of the A&E as required.
- Provide support to manage GLB employees and subcontractors on site, while enforcing company policies & procedures as they relate to all field activities.
- Document, in detail, all daily activities.
- Implement, monitor, and adjust as necessary, Infection Control Risk Assessment (ICRA) measures.
- Maintain a good working relationship with inspectors, owners/clients, architects, engineering consultants, public agencies, subcontractors, and all internal employees.
- Participate in project budgeting, subcontractor selection, schedule creation, and value engineering.
- Maintain in an organized manner, all contract documents, to include but not limited to: construction drawings, record drawings, red-line drawings, specifications, submittals, RFI's, and daily logs.
- Participate in progress meetings by providing input on progress, upcoming work, and potential delays or conflicts.
- Coordinate and supervise the delivery of materials, tools, and equipment to the jobsite.
- Ensure all delivered material and equipment are compliant with all contract documents.
- Continually evaluate work force, material, and equipment. Anticipate shortfalls and point of risk. Make necessary adjustments and notify corporate office as needed.

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Essential Functions (cont):

- Create and distribute 3-week look ahead schedules.
- Formulate and coordinate job site security measures.
- Become familiar with and enforce all safety requirements (corporate and project specific) at the jobsite.
- Assist with onsite personnel selection and training for your projects and as the project needs dictate.
- Any additional assignments given by the President/CEO and/or VP Construction in normal conduct of business.

Knowledge, Skills & Experience:

1. Bachelor's degree in Construction Management or 4 Years' experience as a Construction Superintendent
2. Comfortable working in a medical construction environment
3. Ability to work around and alongside ongoing operations in a medical environment
4. Infection Control Risk Assessment (ICRA) Experience & Training a plus
5. OSHPD / HCAI experience a plus
6. Federal Construction experience a plus
7. OSHA 30-Hour Certification
8. CPR Certified
9. Proficient in Microsoft Office (Outlook, Excel, Project)
10. Strong planning, organizational, and analytical skills.
11. Courteous, professional, and enthusiastic.

Reporting Location/Schedule:

1. Job Site and occasionally the Corporate Office
2. As per Job Specific Site Requirements

Training and Certifications this position may require:

1. Construction Quality Management (NAVFAC / USACE)
2. OSHA 30-Hour
3. First Aid / CPR

Programs Utilized:

1. AutoDesk (Project Management Software Program)
2. MS Excel
3. MS Project
4. MS Outlook
5. Bluebeam

Equipment Used:

1. Laptop
2. Company Vehicle
3. Small tools & equipment as needed

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Equipment Used (cont):

- 4. Required Personal Protective Equipment: While at jobsites Employees must use hard hats, eye protection, hearing protection (where required), safety-toe protective footwear and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure.

Travel Requirement

- Frequent travel to job sites, meetings, and governmental agencies

Physical Demands & Working Conditions

- Attendance and punctuality
- The typical environment is exposure to extreme heat/cold. Noise level is high and includes sounds of normal construction equipment.
- The constant physical demands of the position are sitting in a vehicle while traveling, standing and walking for long periods of time.
- The frequent physical demands of the position are climbing stairs or ladders.
- The occasional physical demands of the position are pushing, pulling, or carrying objects with a maximum of 60 pounds.

Pay Scale

Position	FLSA Status	Minimum	Midpoint	Maximum	Experience
SUPERINTENDENT I	Exempt	\$65,000	\$77,125	\$89,250	2-10 Yrs
SUPERINTENDENT II	Exempt	\$80,000	\$97,750	\$115,500	8-20 Yrs
SUPERINTENDENT III	Exempt	\$105,000	\$123,375	\$141,750	15+ yrs