

## JOB DESCRIPTION

Position Title: **Superintendent**  
Department: Construction Operations  
Supervisor: Project Manager  
Status: Exempt

## SUMMARY

The Superintendent is responsible for managing all on-site project activities to satisfy the customer and HGL Construction requirements. The individual is the primary contact for the Project Manager and subcontractors and is responsible for communicating responsibilities to his or her team members.

## RESPONSIBILITIES

Responsibilities can include monitoring the construction work site to ensure work on site is completed in accordance with the project schedule, Contract documents, is in compliance with company policies, State & Federal regulations on health and safety in the workplace; completing daily, weekly and monthly reporting as required by HGL Construction and its customers. In addition, the Superintendent's responsibilities include the following:

- Comply with HGL Construction Business Conduct Guidelines
- Implementation of Contract documents to satisfy customer requirements
- Work with Project Management to coordinate all subcontractors, suppliers and scheduling
- Ensure project schedule requirements are met
- Ensure all HGL policies & procedures are followed on site
- Supervise all work on site performed by subcontractors and HGL Construction staff
- Ensure all quality and safety standards are met
- Accurately evaluate the performance of subcontractors
- Report project completion percentages for accurate payment processing of subcontractors
- Serve as emergency contact for applicable projects
- Coordinate, administer and document weekly safety meetings
- Complete daily reports and submit to Project Manager on a daily basis
- Complete 3-week look ahead schedule on a weekly basis
- Maintain record of as-built conditions on a continual basis
- Vehicle and equipment tracking
- Vehicle and equipment maintenance
- Participate in project meetings with subcontractors, owners, architects and others
- Maintain log of subcontractor start and finish dates and provide weekly reporting
- Resolving warranty issues in a timely manner
- Coordinating and conducting project site visits as required
- Prepare RFIs for review and submission by project management
- Others duties as assigned

## QUALIFICATIONS

- Effective and professional written and communication skills
- Strong organizational and problem solving skills
- Ability to adapt to changing demands and priorities

- Proficient in the following programs:
  - Microsoft Excel
  - Microsoft Word
  - Microsoft Outlook
- Ability to read and understand project drawings and specifications
- Ability to travel as required

#### EXPERIENCE & EDUCATION REQUIREMENTS

- High School Diploma
- 5 years of experience working on commercial construction projects

#### EXPERIENCE & EDUCATION PREFERENCES

- Experience working on USACE projects
- 10 years of experience working on commercial construction projects

#### PHYSICAL REQUIREMENTS OF POSITION

- Must demonstrate ability to pass pre-employment drug screen
- Visual and auditory skills
- Must be able to operate computer, telephone and other commonly used office equipment
- Ability to work outdoors in extreme conditions such as cold and heat on an daily basis
- Standing, climbing, bending and stooping
- Ability to lift and/or pull 75 pounds
- Various carpentry and manual labor duties

#### ADDITIONAL NOTES OR COMMENTS

- Must be willing to assist team in any area when requested
- Occasional travel may be required

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.