



JOB TITLE:	Project General Construction Superintendent
REPORTS TO:	Senior Project Manager / Project Executive
PREPARED BY:	Bernard Ruf
PREPARED DATE:	November 20, 2012
REVISION DATES:	2/19/14BR, 9/21/16BR, 5/11/18 BR, 8/2/2021 BR
HAS AUTHORITY OVER:	Superintendents, Assistant Superintendents, Labor Staff & Trade Contractors
FSLA STATUS:	Salaried, exempt

SUMMARY

The Project General Construction Superintendent will be responsible for the daily interaction with all Trade Contractors on behalf of the Project Executive, Senior Project Manager, the Company, and in some cases the Owner. This includes but will not be limited to direct hands-on supervision, problem solving, scheduling and coordination, layout and logistics, material management, general communication, safety, budget control, inspections, etc. for the entire project. In short, The Project General Construction Superintendent is the person that controls all field related activities. The General Superintendent will work to create a harmonious relationship with all other Broadway Builders Staff including Project Managers, Superintendents, Assistant Superintendents, Field Technicians, Laborers, Sub-Contractors, Vendors, Professional Consultants, Municipal Agencies, etc. always working in unison toward the objective of completing their work on time, on schedule, on budget and in accordance with Broadway Builders Safety and Quality Standards that have been established.

Additional responsibilities include assisting the Senior Project Manager with, scope review, change order management, financial management, project documentation, safety and quality compliance, meetings, scheduling updates and all other reporting responsibilities as required to properly and effectively manage the jobsite.

AREAS OF RESPONSIBILITY

Team Member Management and Development

1. Assist the Senior Project Manager in recruiting, hiring, and training of Superintendents and construction technical or labor staff.
2. Supervise Assistant Superintendents, Technicians (carpenters or other Broadway Builders employed tradesmen) and labor staffs to ensure adherence to project budgets and schedules, company Safety & Quality standards, and in accordance with all company and jobsite policies and procedures.
3. Provide feedback to Senior Project Manager and Broadway Builders Senior Staff for conducting Employee Growth Reviews on Superintendents, Field Technicians and construction laborers.

4. Assist Senior Project Manager with the resolution of conflicts between Broadway Builders employees on site, and address jobsite employee performance problems as necessary with regard to Superintendents, Field Technicians and construction laborers.
5. Provide Leadership and guidance to all subordinate Broadway Builders employees on site, ensuring that they have proper knowledge of job requirements and their roles in the success of the project.
6. Ensure that all onsite team members adhere to all Broadway Builders policies and procedures.

Construction Process

1. Responsible for the general oversight and management of the Trade Contractors on a daily basis during the construction process through to completion of final punch-list and project turnover. This includes assisting the Senior Project Manager with document close-out and final inspections.
2. Be a constant resource for information and problem solving for Trade Contractors, Vendors, and Broadway Builders Team Members. Communicate daily with Trade supervisors and foreman to ensure synergy, proper direction, coordination and focus on the goals of the project.
3. Manage, coordinate and direct all Trade Contractors in accordance with the Master Schedule. Provide "look a-head" Schedules on a regular basis for the ongoing maintenance and of the Master Schedule and review these look a-heads with Trade Contractors on a regular basis to ensure adherence thereto.
4. Assist the Senior Project Manager and other Project Team Members with the record keeping of all required inspections, signoffs, logs, sign-in sheets, etc.
5. Assist the Senior Project Manager and other Project Team Members with the management and creation, maintenance, and close-out of RFI and submittal logs as required.
6. The General Superintendent is responsible for complete and comprehensive understanding of the plans and specifications and must be able to communicate that knowledge to Trade Contractors and Broadway Builders Team Members.
7. The General Superintendent must read, understand, and become intimate with the contracted Scope of Work related to each Trade Contractor and Vendor on the Project, and communicate deviations of compliance, and cause the corrective action of such non-compliance through vigorous and diligent enforcement. Will be responsible to have a complete and comprehensive understanding of the plans and specifications as well as each Trade Contractor's scope of work and what impacts each Contractor's work has on the other trades.
8. Perform preliminary reviews of shop drawings prior to submission to the appropriate Consultant for approval. Communicate any issues with submittals to the Senior Project Manager.
9. Assist the Senior Project Manager with the cost control and progress reporting of financial information as required. Also provide assistance to the Project Accountant or Controller in order to maintain accurate financial records and tracking of budgets for the term of the Project.
10. Implement and manage the Trade Contractors adherence to the Broadway Builders Company Quality Standards as well as in accordance with the requirements of the Project Plans and Specifications.
11. Monitor and enforce Trade Contractors adherence to the Companies' policies regarding overall performance, compliance to safety procedures and quality standard compliance. Perform quarterly Trade Performance Reviews and submit to Project Manager.

12. Set the tone for, communicate and maintain the Project Master Schedule. Ensure all Trade Contractors understand the Schedule and their role. Enforce all non-compliance to the Schedule immediately.
13. Perform Project Walk-throughs on regular basis. General Superintendent should walk every space of the Project at least once per day and in best practice, when time allows, should walk entire space at least three times per day. The General Superintendent is the eyes and ears on the ground for the Project.
14. Provide and maintain a Daily Log of all activities for each day, including Trade manpower counts, activities performed, visitors, inspections, deliveries, quality issues, safety issues, contract or scope issues, plan and specification issues, design issues, and all other daily goings on related to the Project.
15. Daily logistical management of all onsite construction activity, including materials management, coordination of deliveries, coordination of required inspections, site safety, site security public safety and all other related work.
16. Responsible for all standard field documentation such as daily logs, violation reports, schedule updates, accident or incident reports, updating of fire extinguisher logs, distribution of informational flyers, and other field documentation as required for the work under their direct supervision or in support of the Senior Project Manager.
17. Provide assistance to Senior Project Manager on the approval of all Trade Contractor and Vendor invoices and requisitions. No requisition should be fully approved without the review of the Superintendent in collaboration with the Project Manager, keeping in mind the % complete of work, issues with quality, delays, manpower issues, and violation of policy or procedure.
18. The General Superintendent will communicate to the Senior Project Manager all potential or actual change requirements as they come up in the field. The Superintendent must inform the Project Manager immediately of any actual or potential financially impactful change, event or unforeseen circumstance. The Superintendent cannot approve a change event in the field and will communicate these actual or potential events to the Project Manager for mutually agreeable resolutions.
19. Maintain proper documentation of Trade Contractor performance including problems, issues and resolutions, Policy infractions, Safety Violations, poor Quality Control or other issues. The Superintendent is to issue Warnings verbally and in writing to support enforcement requirements, and upon non-compliance, the Superintendent must issue Violation Fines and Penalties per Broadway Builders Policy and worker or Trade Contractor removal from site when required.
20. The General Superintendent is the KEY to Project Safety. The General Superintendent must lead by example, understanding all OSHA, Local Agency, or Broadway Builders Safety Compliance Standards and be the enforcer on site to ensure that ALL workers on site are working in a Safe and fully compliant manner at all times.
21. The General Superintendent is the KEY to Project Quality Control. The General Superintendent does not and cannot accept inferior workmanship and must be diligent in enforcing Broadway Builders Quality Standards with Trade Contractors and Broadway Builders Team Members.
22. Prepare, and distribute agendas for weekly Trade Contractor Meetings and administer these Meetings to ensure proper jobsite coordination and maintenance of the Master Schedule. Convey any issues or non-compliance to Trade Contractors related to the Project inclusive of Schedule, Quality, Coordination, Manpower counts, Safety, and all other potential issues that may ill affect the production of the Project.
23. Assist Senior Project Manager with the coordination of the Project Expeditor (if applicable) to ensure all required permits are in place and maintained including, DOB, DOT, MTA, DEC and other agency permits.
24. Assist and advise the Senior Project Manager with the resolution of problems or unforeseen conditions when encountered. This includes but is not limited to conducting research, meeting with Trade Contractors and Professionals and making suggestions for potential solutions.

25. Maintain Project Access Control, including maintenance and monitoring of access gates, coordination and management of Site Security, Public Access Controls, etc. Ensure Access Control at the start of each work day and the completion of each work day.
26. Maintain Project appearance and cleanliness. A Projects first impression will be the lasting one for potential clients, Building Department Officials and Governmental Agencies and a bad first impression will lead to lost income for the Project, Violations, excessive Inspections, etc. It is the Superintendent's responsibility to coordinate with Trade Contractors and Broadway Builders Team Members to actively patrol, clean and maintain an organized, clean and SAFE worksite.
27. Responsible for always maintaining a professional approach to conducting business as a representative for Broadway Builders. Be a positive representation of Broadway Builders professionalism and as the Fiel Team Leader, set the example for all who work on the Project.

General & Daily Requirements and Technical Skills

1. Will be responsible for the general knowledge and understanding of all applicable codes, code changes/updates as it relates to the project and scopes of work therein.
2. Maintain relationship with Inspection agencies, and Municipal agencies and report important information to the Project Manager as required.
3. Create and maintain a synergistic and cohesive working environment throughout the Project.
4. Maintain constant and ongoing awareness of weather conditions and predictions as part of daily practice.
5. Protect and maintain all Broadway Builders Tools, Equipment, Supplies, and Property keeping in mind weather effects, protection, and security. Maintain and update Tool and Equipment Inventory Logs, including a Maintenance Log for proper maintenance of company owner Equipment.
6. Obtain and maintain OSHA 30-hour Certification as Safety Leader on the Project.
7. Maintain an overall understanding of best practices for dealing with weather related conditions, such as cold weather protection for concrete, hot weather requirements for materials as well as for worker safety.
8. Conduct regular Safety inspections to create and maintain a "Safety Culture" on the Project.
9. Create and maintain a Site Logistics Plan that incorporates instructive Egress plans and Muster locations to provide clear information in the event of an emergency event. Include Controlled Access Zones so emergency workers can easily access the site and workers in the event of an emergency event.
10. Become intimate with the contents of the Broadway Builders Corporate Safety Manual.
11. Conduct quality control inspections on a regular basis, ensuring that Broadway Builders Construction Quality Standards are continually adhered to through all phases of construction.
12. Continually look for ways to improve quality control standards and means and methods for monitoring such.

Education and Experience

A Project General Construction Superintendent must have a minimum of 10 years' experience in the Construction Industry as a Construction Superintendent or Assistant Superintendent. For NYC City Projects, must obtain and maintain a NYCDOB Superintendent's License and meet all requirements of the NYC Building Department, and have worked within a NYC Construction environment for a minimum of 5 Years as a Superintendent. Degree in Construction Technology, Construction Management, Architectural or Engineering preferred however not required.

Communication & Language skills

Ability to read, analyze, and interpret plans, schematics, surveys and other complex documents (engineering and land planning layouts, topography maps and blueprints). The General Superintendent must have the ability to respond effectively to the most sensitive inquiries or complaints. Ability to effectively communicate pertinent information to all levels of management / ownership and field operations, both in writing and verbally. Bi-lingual or multi-lingual skills are strong plus but not required however, ability to find paths to communicate effectively with non-English speaking workers is a requirement.

Computer Skills

Must have experience with or the ability to learn the following computer applications:

- Excel
- MS Word
- MS Outlook
- Microsoft Project or similar Scheduling programs
- Jonas Premier Construction Management Suite, or:
 - Procore or similar Construction Management Programs
- Triax Spot-R Access, location, and time-keeping Suite
- Bluebeam