

**POSITION SUMMARY:**

Within the framework of Continental Building Company's core values, the Project Site Work Superintendent is the principal on-site company representative who directs, coordinates, and controls the subcontracted work related to site civil construction. He/she is committed to excellence, responsible for knowing and understanding the details of the project and collaborates with the Project Manager to ensure that the site work is constructed effectively and efficiently. A Project Site Work Superintendent solves site construction related disputes in the field in a courteous and professional manner utilizing the specifications and drawings along with schedules and contracts to resolve fairly and in the best interest of the project. He/she is capable of managing field operations on a project independently while promoting the company's overall expectations regarding schedule, budget, quality, safety, and client relations.

**DUTIES AND RESPONSIBILITIES:**

- Provide on-site supervision of site work subcontractors including:
  - Excavation and Site Utilities subcontractors
  - Landscape subcontractors
  - Site Concrete and Structural Concrete Podium subcontractors
  - Site Electrical subcontractors
  - Any other site work related subcontractors
- As the lead site work superintendent for highly complex projects over 30 acres in size, work with the Project Manager and/or Project Executive and Owner in developing and implementing site construction phasing strategies on large-scale site civil projects.
- Coordinate, schedule and phase site work with the building vertical construction. Work as an effective team member with the vertical building Superintendent to accomplish this task.
- Analyze and understand geotechnical reports, information, and data. Effectively incorporate this information into the excavation and site utilities operations.
- Ensure that the health and safety plans are developed, communicated, implemented, and enforced. Follow up and ensure safety audits are completed accurately and timely. Identify critical issues and assist in the development of improvement procedures.
- Conduct subcontractor orientation and expectations meetings at on-set of project and as required throughout the entire project schedule
- Develop site logistics plans along with the Project Manager and/or Project Executive
- Ensure that the budget is followed in terms of purchases and wages
- Plans for and uses resources efficiently, always looks for ways to reduce costs while maintaining quality
- Organize the workers and ensure that they are performing as required to meet schedule and budget, including providing daily general inspections
- Liaise with government inspectors on the standard requirements of the site in terms of licenses and safety

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- Ensure quality control in the field as in adherence to CBC's QA/QC program. Correct poor workmanship immediately in order to minimize quality issues being placed on the punch list.
- Write daily reports and project progress records in coordination with the foreman and Project Manager
- Continuously monitor subcontractor productivity and percentage complete, identifying problems and potential delays, and provide solutions to resolve.
- Ensure work schedules are maintained and the project records are completed properly and submitted in a timely manner.

### **CORE COMPETENCIES:**

To perform the job successfully, the Project Site Work Superintendent must demonstrate the following:

- *Integrity:* Adheres to high ethical standards. Helps to maintain the company's reputation. Uses discretion in handling confidential information
- *Professionalism:* Consistently demonstrates a high-level of professionalism that represents the company's goal of being the best in the industry.
- *Accountability:* Takes responsibility for own mistakes and works to correct them. Able to meet required deadlines, often in a fast-paced environment
- *Adaptability:* Adapts quickly to change. Copes with the pressure of time, responsibility and work load effectively
- *Execution:* Delivers on commitments in a timely, efficient and cost effective manner to ensure results are achieved. Is self-motivated and can work independently.
- *Strategic:* Able to develop and implement creative strategies for long-term company gain
- *Critical Thinking:* Able to use sound judgement and deductive reasoning in situations that require problem solving
- *Quality:* Work is professional, accurate and complete; shows attention to detail
- *Passion:* Demonstrates positive energy and attitude
- *Communications:* Keeps supervisors and others informed of important work related items
- *Teamwork:* Has good listening skills, respects others and builds strong working relationships

### **EDUCATION AND EXPERIENCE:**

Degree in Civil Engineering or construction related field is preferred. Minimum 5 years of experience as a commercial construction superintendent is required with 5 years heavy civil construction experience strongly desired. Must be capable of supervising large-scale, complex commercial civil construction projects with multiple subcontractors, trades and equipment provisions. Skills and knowledge must include:

- Line & grade
- Strong knowledge of all phases and divisions of site civil construction with a heavy emphasis on excavation and site utilities.
- Knowledge of all divisions of work as it relates to the coordination with the site work.
- Strong knowledge and understanding of site government regulatory compliance and approval processes
- Scheduling, sequencing, phasing of site work activities.
- Sequencing and organizing site trades.

Computer software experience is desired, including Microsoft Office and Bluebeam. Some travel may be necessary



**RELATIONSHIPS:**

Reports to Vice President over project. Works closely with and takes direction from Project Manager, Project Executive and Field Executive. This is a senior position may have supervisory responsibilities over Field Superintendents, Foremen and laborers.

**GROWTH OPPORTUNITIES:**

Field Executive.

**CERTIFICATES, LICENSES AND REGISTRATIONS:**

Must have valid driver's license and a good driving record