

POSITION SUMMARY:

Within the framework of Continental Building Company's core values, the Senior Superintendent is the principal on-site company representative who directs, coordinates, and controls the subcontracted work. 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 project is built effectively and efficiently. A Senior Superintendent solves 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 ensures that all field supervision is results oriented and promotes the company's overall expectations regarding schedule, budget, quality, safety and client relations.

A Senior Superintendent manages the field operations on complex, large-scale projects while managing a team of superintendents.

DUTIES AND RESPONSIBILITIES:

- Provide on-site supervision of subcontractors
- 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
- Ensure quality control in the field as in adherence to CBC's QA/QC program. Coordinate custom mock-ups and/or special field measures. 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 Senior Superintendent must demonstrate the following:

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- *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
- *Leadership:* Has the ability to motivate people and lead by example

EDUCATION AND EXPERIENCE:

Bachelor's degree in construction related field is preferred. Minimum 10 years of experience as a commercial construction superintendent is required. Must be able to manage field operations on complex, large-scale projects and/or multiple large-scale projects concurrently within a mixed-use development and able to lead, mentor and manage a large project team of superintendents.

Skills and knowledge must include:

- Line & grade
- Knowledge of all divisions of work
- Scheduling, sequencing, phasing of work
- Sequencing and organizing trades

Computer software experience is desired, including Microsoft Office and Bluebeam. 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 position has supervisory responsibilities over other Superintendents, Foremen and laborers.

GROWTH OPPORTUNITIES:

Field Executive.

CERTIFICATES, LICENSES AND REGISTRATIONS:

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