

**Job Title:** Senior Superintendent

**Status:** Exempt

**Reports To:** General Superintendent

**Date:** 2018



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At The Samuels Group, we recognize our employees are our most valuable resource. We are builders of structures and builders of long-lasting relationships. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect and recognition. Within this environment, The Samuels Group employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

***Position Summary:***

Manage and control assigned projects, including overseeing field operations, site safety, productivity, schedule, quality work, and trade contractor and supplier coordination while upholding the highest standards of ethical conduct in all work for The Samuels Group, Inc. In conjunction with the Project Manager leads the project team.

***Principal Duties and Responsibilities:***

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Business Development

- Participates in the marketing effort by making contacts, maintaining a network of possible clients and project leads.
- Participates in presentation and proposal preparations constructability into the process.
- Participates in determining sequence and activity duration on schedules for proposed projects.

Client Loyalty

- Understands and communicates to all field personnel the owner's goals regarding construction.
- Maintains positive relationships with the owner and architect throughout the project(s).

Safety

- Insure job safety requirements are understood and implemented by all project personnel and trade contractors, working with The Samuels Group safety support personnel as a resource. **Zero Injury.**
- Leads on-site safety meetings.
- Reviews the trade contractors' safety program and MSDS information in the trade contractor start-up meeting.
- Observes and corrects all safety hazards at the jobsite. Report all safety incidents to The Samuels Group safety personnel.

Planning

- Understands the contract between The Samuels Group and the owner.
- Reviews the plans and specifications for constructability and construction schedules, advises project team of issues or deficiencies.
- Assists in quantity takeoff and pricing estimates.
- Prepares, manages and updates the detailed project schedule with sequence and activity duration including procurement items.

- Establishes the punchlist process and closeout procedures with the Project Manager, owner and architect before trade contractor work starts. Zero Punchlist.
- Understands all the plans, specifications and details during the project. Maintain a complete set of updated construction drawings as a permanent record.
- Schedules and procures tools, equipment necessary for the project.
- Provides information in the project start-up and closeout meetings.
- Understands project estimate and budget set-up.
- Understands trade contractor and supplier contract scopes.

#### Results

- Ensures the trade contractors meet the schedule and perform quality work. Maintain positive relationships with trade contractor personnel.
- Manages, reviews and controls all project cost codes, budgets, and production units for the project. Responsible for all site productivity and reporting.
- Reviews shop drawings, RFI's and ASI's (all change orders) for coordination and implementation of project requirements. Update Record drawings with all changes.
- Prepares and submits RFI's on project questions and problems and manage the project manager, owner and architect response time.
- Reviews and coordinates the scope of work responsibilities for trade contractors in the trade contractor start-up meeting. Manages the trade contractor progress and manpower requirements on a daily basis.
- Assists with the weekly site progress meetings held with the owner, architect and key trade contractors.
- Meets project utilization goals for The Samuels Group personnel or document good faith efforts.
- Monitor, record and report to project manager trade contractor participation in utilization goals.
- Prepares and reports to the General Superintendent on job progress, manpower requirements, materials used, labor cost, and work in place.
- Assists in the monthly interim progress meeting.
- Discusses and take action on critical issues promptly with the project manager.
- Finalizes all punchlist work within one month of owner occupancy.
- Assists in preparing the final written analysis on project profitability, profit enhancers, profit busters and project problems for discussion in the closeout meeting and the permanent project records.

#### Leadership

- Directs and assists foreman in managing crews to conform to progress schedules.
- Confers with trades people and unions to resolve complaints and grievances within the work place.
- Ensures that work in progress conforms to specifications and that work is completed with quality workmanship.
- Mentors, coaches and trains foremen, field engineers and assistant superintendents assigned to the project team.
- Involves team members in making key decisions.
- Provides counseling and feedback to field employees, trade contractors and suppliers to ensure they understand performance expectations and how their performance compares.
- Provides recognition and positive reinforcement to employees and project team members to support the desired performance.
- Encourages open direct communication as part of the daily routine. Communicates what needs to be done clearly and with a sense of urgency.
- Supports employees in learning new skills. Coaches and provides feedback to enhance development.

#### ***Additional Duties and Responsibilities:***

- Other duties as may be necessary to fulfill the responsibilities of this position.

#### ***Work Relationships and Scope:***

Reports directly to the General Superintendent. Working relationships required with Project Manager, clerical, clients, trade contractors, architects, and marketing. Manages and directs field staff on job site.

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Senior Superintendent

### ***Knowledge, Skills, and Abilities:***

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The attributes listed below are representative of the knowledge, skill, and/or ability appropriate for the level of work performed.

- Degree in Construction Management, Architecture, Engineering, trade school, comparable training or the equivalent combination with 10-15 years of relevant work experience in the construction industry.
- 5 - 7 years of managerial and supervisory experience preferably in a construction industry.
- Successful completion of multiple projects in excess of \$5 million desired.
- Demonstrated capabilities to responsibly manage a construction project.
- Ability to comprehend and enforce safety standards.
- To be able to communicate and achieve high quality construction standards.
- Read and comprehend building plans and specifications.
- Ability to travel, relocate.
- Aggressive decision maker, leadership skills.
- Diplomacy in working with other people.
- Value Engineering and life cycle costing.
- Accounting background and legal background helpful.
- Capability to communicate in a professional, courteous, diplomatic manner with all levels of management, external clients and potential clients is critical.
- Must be able to ask questions, listen to, receive and give verbal and written instructions and directions in a professional manner.
- Results-driven achiever with ability to attain goals and complete tasks.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Innovative problem-solver who can generate workable solutions.
- Results oriented and proactive team player who excels at building trusting relationships with customers and colleagues.
- Excellent written and oral communication skills.
- Computer experience with scheduling, spreadsheets, word processing, cost control and project management software.

### ***Working Conditions:***

In a typical 8 hour work day, employee will usually; sit at least four hours, stand at least two hours and walk at least two hours. Employee's job requires occasionally to; bend/stoop, squat/crawl, climb 30-60 ft., reach above shoulder, crouch/kneel, balance, push/pull, lift/carry up to 50 pounds, exposure to marked changes in temperature and humidity, exposure to dust, fumes, gases and noise sometimes over 85 DBA and working on open high locations. Employee's job frequently requires; using hands for repetitive action such as simple grasping and manipulating and being around moving machinery. Work hours are generally during normal business hours. However, unscheduled evening and weekend work may be necessary to meet the needs of the organization. Out-of-town and overnight business travel may be required.

### ***Acknowledgement:***

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of The Samuels Group, Inc. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

**EMPLOYEE ACKNOWLEDGMENT**

I have read this job description and discussed it with my manager.

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Employee Date

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Manager Date