



## Superintendent

Title	Superintendent
Division	Operations
Office Location(s)	East Peoria
Offices Supported	East Peoria
Reports To	Construction Director
Direct Reports	N/A
Last Updated	August 2023

### Summary:

- Superintendents are responsible for leading construction efforts and overseeing the day-to-day onsite construction activities. They are required to work collaboratively with onsite personnel including but not limited to subcontractors, project owners, surveyors, architects, estimators, and engineers. In addition to their own work, they are required to ensure the construction work is completed safely and in good time. Superintendents will also coordinate subcontractors work and material(s) onsite. They are required to maintain a thorough 'big picture' understanding of their projects, and to recognize and act upon priority tasks without supervision.

### Key Functions:

- **Field Project Focus:**
  - Review project estimate and develop construction sequence.
    - Maintain a 2-4 week look ahead schedule.
  - Oversee River City Construction manpower and supervision.
  - Maintain control of River City Construction labor costs.
  - Maintain onsite construction drawings while ensuring the team is utilizing the most up to date documents.
  - Coordinate subcontractors work and material deliveries onsite.
  - Active participant in meetings:
    - Pre-Construction Meetings
    - Pre-Installation Meetings
    - Weekly Subcontractor Coordination Meetings
    - Monthly Pay Application Meetings
  - Maintain construction documents:
    - Daily Log Book
    - Internal Equipment
    - Weekly Timesheets
    - Weekly Toolbox Talks



- Maintain construction documents: (contd.)
  - Safety Sign-Up Sheets
  - Weather documentation
- Manage and enforce compliance of jobsite and OSHA safety regulations to ensure a SAFE and clean jobsite at all times.
- Manage project closeout procedures.
- Foster good relationships with all project parties (Owner, Architect, Engineers, Project Manager, Subcontractors, and Suppliers)

**Qualifications:**

- 5+ years' field management experience
- 4-year degree preferred
  - Trade School, Construction Management, Engineering, Architecture, or Similar Field is ideal
- Strong organizational skills, good time management, professionalism, and ability to work well with others. Sense of selflessness / humility / enterprise first mentality, emotional and social intelligence.
- Certifications/Licenses required = OSHA 10
  - Preferred: LEAD, PMP
- Computer and technology skills preferred
  - Bluebeam experience a plus
- Non remote position: General office conditions for day-to-day work in conjunction with ability to work with occasional exposure to dirty and dusty conditions and extremes of weather

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**Benefits:**

- Company provided vehicle, laptop, and cell phone
- Vacation, Paid Holidays, and PTO
- Annual company performance bonuses

This job description in no way states or implies that these are the only duties to be performed by the associate(s) incumbent in this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification as necessitated by business demands.



To perform this job successfully, the incumbent(s) will possess the knowledge, skills, and abilities to perform each job duty proficiently. The requirements listed in the document are the minimum levels of knowledge, skills, or abilities.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Associated received: \_\_\_\_\_

Department manager: \_\_\_\_\_

Human resources: \_\_\_\_\_

Submitted on: \_\_\_\_\_