

Title

Superintendent
H.W. Houston Construction, LLC

Classification

Exempt

Reports to

General Manager / Vice President

Date

April 2021

Job Description

Summary/Objective: A Superintendent plans, organizes, and supervises all construction project activities. A Superintendent will manage a project of significant value and/or multiple projects simultaneously of small/moderate value. A Superintendent will assume the essential functions of General Foreman as appropriate.

This position will report to a General Manager (GM)/Vice President (VP) and may have duties and responsibilities across multiple groups within the organization.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A Superintendent supervises the job site and all work that is performed in the construction of a H.W. Houston (HWH) project. A Superintendent oversees the project crew and all subcontractors. The Superintendent is responsible for leading and upholding high standards for safety, quality, productivity, and on-time project.

- Serve as a leader of safety on the jobsite by holding craft and subcontractors accountable, modeling desired behavior, attending routine safety activities, conducting safety walks/assessments, and clearly communicating safety expectations to the project team. Partner with the Environmental Health and Safety (EHS) team to assess and report on safety issues and concerns in weekly audits.
- Lead, manage and develop craft employees and other project team members. Provide constructive coaching and feedback related to performance issues. Manage the craft review process and complete and deliver performance appraisals for direct reports. Delegate tasks appropriately for purposeful development. Serve as a point of contact for project teams.
- Assist in the pursuit of future work. When requested, assist the team in responding to future work interviews and/or proposal requests. Accept assignments given from the GM/VP and/or Business Development Lead on pursuits. Clearly communicate and manage current project responsibilities and pursuit obligations.
- Ensure all job requirements are satisfied before project work begins. Assist in conducting preconstruction and coordination meetings with the subcontractor teams. Obtain and maintain permits and licenses from the city, as needed.
- Support the project scheduling process. Analyze scheduling needs based on progress, conduct regular updates, and communicate project schedule with owner. Walk the job daily and inspect current status of work.
- Own, develop, and maintain the site logistics plan. Coordinate and schedule deliveries.
- Partner with the foreman or trade partners to conduct site layouts. Develop a control plan for survey to be used throughout the project. Schedule field engineers in a timely manner for layout required, as needed.
- Review and understand subcontractors' scope of work. Scrub specification sections to hold subcontractors accountable to work commitments. Establish healthy working relationships and communication with subcontractors.
- Complete daily project logs to capture and document project information, including manpower/headcount, weather, subcontractor data, work being conducted, and associated conversations.

- Manage self-perform activities. Partner with Foreman and Project Manager to establish goals for production rates. Track productivity and continuously communicate status and plans for goal achievement to include schedule, production rates, quality, etc. Guide Foreman in development of staffing plans for self-perform work. Analyze workflows, processes, production, and assemblies to align with the plan. Review and approve time and ensure Foreman appropriately codes tasks for budget charges.
- Support material and equipment procurement. Conduct weekly meetings to ensure materials are being procured per project schedule.
- Manage the equipment and tool inventory. Assist with securing of the needed tools/equipment from Logistics or a vendor.
- Manage the inspection process in the field with the authority having jurisdiction (JHA) and 3rd party inspectors. Clarify expectations of the inspectors in advance and ensure areas are ready for review. Coordinate required inspections with all subcontractors involved and walk areas with subcontractors during inspections.
- Work closely with Logistics or a vendor to manage the roll-off services for the project. Ensure proper dumpsters are onsite, such as recycling, trash, eco pans, etc. Schedule the haul away and return of containers in a timely manner.
- Ensure project meetings are being conducted by the appropriate staff. Attend and participate in project meetings, such as Owner/Architect/Contractor (OAC) meetings, staff meetings, etc.
 - Manage craft labor, ensuring the labor forecast and the budget projection are aligned. Submit requests regarding transfers, departures and needs.
 - Support and/or participate in opportunities to engage in the community beyond the current project/client.
 - Partnering with the PM, manage and lead quality standards and develop the project quality control plan. Ensure utilization and compliance with the quality program.
- Lead the punch list process with project team and subcontractors. Inspect quality on self-performed and subcontractor work; partner to determine appropriate actions for required resolutions; and lead quality issue and discrepancy resolution. Lead the timely and correct completion of warranty items.
- Lead corporate initiatives by implementing practices on the job site to reduce waste, reduce cost, and improve productivity.
- Build strong stakeholder relationships with clients, architects, design partners, subcontractors, and jurisdictional authorities and look for new project and relationship opportunities. Sustain client confidence by demonstrating construction expertise and considering client needs and values.
- Assess the engagement and attitudes of the project team, implement strategies to create a successful culture, and partner to monitor and sustain a positive work environment.
- Serve as a leader within HWH and support HWH initiatives, remaining highly involved and invested in the success of initiatives and participation of the team. Serve as an overall advocate for the HWH team.
- Actively seek career and professional growth. Attend company and/or industry training offerings. Set performance and learning goals during performance reviews. Actively seek additional development, as appropriate. Demonstrate a willingness to receive and apply coaching and feedback.
- Represent the HWH brand, ethics, and values on the jobsite. Model desired professionalism, conduct, and behaviors. Serve as an example of safety on the job. Foster collaboration and teamwork. Take initiative and responsibility for work quality.
- Adhere to/comply with the company's EEO policies and affirmative action obligations.

Leadership Competencies

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| • Ethics and Integrity | • Coaching |
| • Judgment | • Continuous Learning and Self-Development |
| • Relationship Building | • Managerial Courage |
| • Influencing Others | • Developing Direct Reports and Others |
| • Facilitating Change | • Managing Performance |
| • Drive for Results / Directing Others | • Ensuring Accountability |
| • Collaborative Leadership | |

Role Competencies

- Communication – Written and Verbal
- Planning / Organizing
- Professionalism
- Negotiation
- Problem Solving / Balanced Decision Making
- Functional Expertise – Field Operations
- Construction of Buildings
- Leadership
- Safety Leadership
- Driving Teamwork / Collaboration

Knowledge and Skill Requirements

- Learnability skills
- Prioritization skills
- Critical thinking skills
- Listening skills
- Workload and resource management skills
- Meeting facilitation/management skills
- Project planning skills
- Scheduling skills
- Skilled at workforce planning
- Surveying skills
- Skilled at forecasting and budgeting
- Knowledge of various scopes of construction work
- Knowledge of structural, sitework, or other building systems
- Procurement skills
- Skilled at mentoring others
- Knowledge of governmental and company safety standards
- Knowledge of standard building practices and construction document adherence
- Vendor/supplier management skills
- Company EEO policies and affirmative action obligation compliance
- Skilled at supervising/assigning and monitoring work; quality oversight
- Skilled at building and managing client relationships; customer service
- Team building skills
- Disruption management skills

Supervisory Responsibility

Foremen, General Foremen, Subcontractors

Work Environment

This job operates in a construction work site environment with others as well as in a professional office environment. This role routinely uses standard office equipment and personal protection equipment. Work may require occasional weekend and evening work.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and use manual dexterity. The employee frequently is required to stand; walk; lift or carry up to 20 lbs.; use manual dexterity; use motor skills; speak; hear; use eye/hand coordination; and reach with hands and arms. The employee must frequently be able to work effectively in a construction job site environment, including but not limited to working outside, excessive heat/cold, fumes/smoke/gases, walking on uneven surfaces, and working around moving equipment/machinery. The employee is frequently required to lift or carry up to 50 lbs., push up to 100 lbs., climb stairs or ladders, balance, stoop, kneel, crouch, or crawl. The employee must regularly be able to work effectively in a construction job site environment, including working alone, excessive dampness, noise/vibrations, working below ground, chemicals or solvents, and operating moving equipment or machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

Full time. Work may necessitate a flexible schedule and/or extended hours when required by project schedule.

Travel

Ability to travel or accept full-time assignments any location where HWH conducts business. Ability to travel to multiple locations or job sites daily or weekly as needed.

Required Education and Experience

- High school diploma or equivalent
- Prior experience with a general contractor on commercial building projects
- Experience using Microsoft Office suite, to include Excel, Word, and Outlook
- OSHA10 training completion
- Ability to obtain CPR certification within 90 days
- Previous experience as a General Foreman or equivalent

Preferred Education and Experience

- Bachelor's degree in one of the following: Construction Engineering, Civil Engineering, Construction Management, Architectural Engineering, or the equivalent
- Strong experience in all aspects of civil and architectural portions of work
- Valid Driver's license
- OSHA30 training completion
- CPR training certification
- Experience using ASTA or other scheduling software
- Training on excavation, scaffolding, fall protection, rigging, and/or crane operations
- Demonstrated interpersonal skills
- Prior experience leading or managing teams
- Experience with Lean Construction principles, including the Last Planner System
- Experience or certification for LEED/sustainable building practices
- Experience using Bluebeam
- Experience using Austin Lane or other time entry software
- Experience with the inspection process, code requirements, and building permits
- Experience with document management and/or contract review
- Demonstrated experience applying HWH core values, mission, and culture
- Quality Construction Management (QCM) training completion
- Formal leadership training completion

AAP/EEO Statement

H.W. Houston is an equal opportunity employer.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.