



## THE DANIELE COMPANY

### Job Description – Senior Superintendent

#### General Position Summary

The Senior Superintendent is responsible for managing all field operations on the project(s) assigned in order to achieve timely and profitable completion of each project. The Senior Superintendent directly supervises superintendents, foremen & field labor force, including laborers/craft workers. This position must demonstrate strong leadership, organizational and time management skills, as well as have strong communication and client service skills.

#### Major Duties & Responsibilities

- Direct day-to-day on-site supervision of field labor force including assistants, foremen, subcontractors and other construction related personnel
- Assist Sr. Project Manager in the supervision and responsibility of the total construction effort in accordance with design, budget, quality, and schedule
- Assist with providing technical assistance (interpretation of drawings, recommendation of construction methods and equipment, etc.) as required, including mechanical, electrical, plumbing and fire protection
- Inspection of Contractor or (Sub)Contract operations to ensure compliance with Contract
- Review and approve Trade Contractor Payment Applications with Project Manager
- Maintain good relationships with internal and external clients, including representatives of Owner, Architect/Engineer and Partners
- Develop and maintain site logistics plan, in coordination with Sr. Project Manager
- Development of Quality Assurance & Controls; Conduct quality inspections
- Coordinate site testing and inspection efforts
- Monitor costs, including labor time and material
- Communicate and enforce Safety and Health Management Program
- Demonstrate commitment to an Injury-Free Environment through own actions and mentoring others
- Manage schedules, including preparation of detailed short-term schedules and ensuring all activities take place on or ahead of scheduled dates
- Prepare and submit Superintendent's Daily Reports to document weather and field conditions, trade and subcontractor manpower, progress and conditions impacting the project, as well as Accident Reports, Quality Reports, etc.

- Conduct subcontractor meetings
- Attend and participate in project meetings
- Providing training and education to support field superintendents and engineers.

Job Skills & Abilities

- Computer knowledge and efficiency, including Microsoft Office products
- Knowledge of project management software programs
- Broad understanding of industry
- Familiarity with requirements of drawings and specifications and with terms and conditions of Project Contracts, Subcontracts and Purchase Orders
- Strong written and verbal communication skills
- Good math/accounting skills
- Strong management skills
- Strong ability to read drawings and specifications
- Functions effectively as part of a team
- Exhibits strong leadership qualities
- Ability to maintain discretion and confidentiality at all times
- Delegates work appropriately
- Strong decision making/problem solving skills
- Excellent time management and organizational skills

Authority

The Senior Superintendent derives his or her authority, and performs all duties with guidance, from the Sr. Project Manager, Project Executive, or Account Manager. The Senior Superintendent is responsible for supervising, managing and coordinating the efforts of the superintendents and field labor force on a day-to-day basis. This person supervises two or more professional level persons on a full-time basis.

Work Environment/Job Conditions

This position requires frequent walking, standing, bending, and reaching. He/she must be able to navigate the jobsite and must comply with all Company safety requirements in the office and on the jobsite. Heavy equipment may be used and he/she needs to be able to lift weighty objects.

Education and/or Experience

College or technical education desired

OSHA certification

First Aid/CPR certification

Minimum 8+ years of industry experience