



## Site Superintendent

**Position Summary:** The Site Superintendent is our commander in the field, trusted to lead and run the jobsite well, and to facilitate upward and downward communication regularly. They supervise and participate in all jobsite activities related to the fulfillment of jobs, the management of crews, and work to build good relationships with our customers. Success can be defined as the job being completed on budget, on time, and with everyone happy with the quality of the work performed.

### **Organizational Relationships:**

Reports to: COO, Project Manager

Manages: Subcontractors and UBI Carpenters

### **Key Responsibilities:**

Scheduling (Day-to-Day Activities, 3-week Short Term Planner, Site Inspections)

Resource Management/Utilization (Subcontractors, Employees, Materials)

Contract Fulfillment (Scope of Work, Plans, Quality and Accuracy)

Safety Compliance (Regulatory, Behavioral, Site Protection, Organization and Cleanliness)

Troubleshooting

### **Duties:**

- Responsible for all activities on site
- Documents, coordinates, and tracks all work happening on site
- Schedules and coordinates subcontractors, material deliveries, and inspections
- Holds morning huddles daily
- Conducts weekly Safety Tailgate Meetings
- Stays in daily communication with Project Manager
- Ensures we are being "good neighbors"
- Studies the contract documents (scope of work, plans, approved subcontractor Work Orders and Change Orders, etc.)
- Studies shop drawings, surveys, product specifications and manuals in advance
- Responsible for ensuring overall site safety and security
- Lays out all work and/or checks layout prior to commencement or install
- Inspects work in progress and all completed work to ensure accuracy and quality
- Regularly maintains 3-week look ahead planner for work on site, and tracks against projected completion schedule
- Reviews budget and ensures labor and materials are coming in at or under budget
- Inspects deliveries, notes/reports any issues
- Files incident reports when necessary
- Utilizes Dropbox, Email, Excel, Word and UBI's Project and Safety Management software effectively
- Interacts and communicates with Clients, Reps, Architects, Engineers, Subcontractors, and other outside parties positively and professionally at all times
- Procures materials and equipment from the UBI shop and other vendors as needed
- Reviews employee timecards for accuracy daily
- Maintains company job signage, facilities, and equipment



- Ensures Company Values are being upheld by all workers on site
- Ensures we're delivering on the Promise to our customers
- Observe and enforce Company policies and standards
- Punch list identification and completion

**Requirements:**

- Proven working experience in construction management
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Understanding of all facets of the construction process
- Ability to identify deficient work and provide resolution
- Ability to identify, manage and mitigate potential risks
- Ability to work efficiently under pressure and to tight deadlines
- Competent in conflict and crisis management
- Leadership and human resources management skills
- Excellent communication and math skills
- Provide direction to and resolve problems amongst 30+ subcontractors and vendors
- Communicate using the following tools: telephone, written logs, email, and computer (Mac)
- Blueprint reading
- Physically lift up to 100 lbs.