

HENDRICKSON TRANSPORTATION, LLC

Job Description Form



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| Division/Department | Construction | | |
| Location | 2762 310 th Street, Hamburg, Iowa | | |
| Job Title | Superintendent | | |
| Reports to | Project Manager | <i>Title</i> | Project Manager |

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| Level/Grade: Third Level | Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern | Hours: 40+ / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt Hours are defined with scope of work and may include up to 12 hour shifts, seven days a week. |
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GENERAL DESCRIPTION

It is the responsibility of the Superintendent to oversee and coordinate all of the activities of a construction site according to project specifications and drawings. In order to complete the work on schedule, within the budget and to the quality of workmanship specified. To do whatever is reasonably necessary to execute his/her duties and responsibilities which include, but are not limited to, the following.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Coordinate Subcontractors
- Perform quality control and safety and environmental checks
- Manage a team of workers, including work schedules, project progress and resource allocation
- Create cost estimates for labor, supplies, materials and other project costs
- Collaborate with clients, Project Managers, other construction management to determine budget and timeline
- Coordinate materials and equipment deliveries with vendors and suppliers
- Create schedules for workers and subcontractors
- Identify need for additional subcontractors and assign work accordingly
- Maintain a daily log for the job site's operations
- Administer changes in the operation as necessary to best meet construction deadlines
- Implement management techniques that are cost-effective and efficient
- Direct daily communication with Project Manager, Quality Control and Safety
- Provide leadership and to establish and maintain effective working relationships with all those involved in the project
- Have complete and thorough knowledge and understanding of the contract documents, general contract and the subcontracts
- To see that all drawings and specifications are examined, prior to construction, for design deficiencies, impractical details and possible code violations. Translate information to the Project Manager
- Implement and evaluate quality standards
- See that the prescribed quality control measures are implemented and maintained throughout the life of the project
- To see that the project schedule, incorporating dates and times per specified contract timeframe, availability of design information, procurement of materials, machinery, and subcontracts, is established and maintained
- Organize and train the on-site staff to the requirements of the project, and to assure that those individuals whose functions require the knowledge and understanding of certain documents and procedures, receive and understand that information
- To assure that everyone understands his/her own responsibilities of those whom he/she is working
- Utilize skills to run multiple projects as efficiently as possible
- Develop detailed project plan to monitor and track progress
- Implement changes to the project scope, project schedule and project costs
- Report and escalate to project management role as needed
- Perform risk management to minimize project risks

- Manage the relationship with all subcontractors as well as all stakeholders
- Establish and maintain relationships with third parties/vendors
- Delegate project tasks based on employee individual strengths, skill sets and experience levels.
- Track project performance, specifically to analyze the successful completion of short and long-term goals.
- Meet budgetary objectives and adjust project constraints based on financial analysis.
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Utilize and continuously develop leadership skills.
- Perform other duties as assigned.
- Establish and maintain Hendrickson administrative policies and procedures as they relate to the project.
- Management is informed as to the progress of the project
- Ensure that additional project costs are submitted and accounted for in a timely manner.

JOB REQUIREMENTS

- Outstanding verbal, organizational and written skills
- Experience working with staff on all levels
- Demonstrates experience of ethical leadership
- Strong abilities to understand new issues quickly and make wise decisions
- Proven negotiation skills
- Ability to inspire confidence and create trust
- Ability to work under pressure, plan personal workload effectively and delegate
- Aptitude in decision-making and problem-solving
- Vast knowledge of competitive bidding/estimating
- Proven project scheduling

Physical Requirements:

- Ability to sit for extended time periods
- Ability to stand in an upright position for extended time periods
- Ability to respond quickly to sounds
- Ability to lift heavy objects
- Ability to move safely over uneven terrain or in confined space
- Ability to carrying, grasp, reach for objects
- Repetitive motion, wrists, hands and fingers
- Ability to push or pull objects

WORK EXPERIENCE REQUIREMENTS

- Five years of experience working in the field of related projects
- Five years of experience working in administrative operations in the field of related projects
- Experience working with project related software and applications, e.g. Microsoft Office 365 Suite
- Five years experience of working with federal contracts

EDUCATION REQUIREMENTS

- High school diploma or GED
- 30 HR CONSTRUCTION OSHA Certification
- First Aid/CPR/AED Certification

PROMOTION PATHWAY

— Project Manager

REVIEWED BY

Title

APPROVED BY

Title

DATE POSTED

DATE HIRED