

## SENIOR SITE SUPERINTENDENT



**Position:** Senior Site Superintendent

**Position Type:** full-time, in-person, minimum 40 hours/week

**Reports to:** Director of Site Operations

### **General Description**

The Senior Site Superintendent is responsible for timely completion of all assigned projects and ensures they are constructed in strict accordance with plans, specifications, local codes and First Companies' quality measures. This role manages all trade contractors, consultants, and vendors; ensuring assigned work is completed on schedule. The Senior Site Superintendent implements and promotes First Companies' safety standards and procedures throughout the project as well as establishes and enforces job site quality control programs. Additionally, the Senior Site Superintendent takes on a leadership role in the division, mentoring and coaching other superintendents, and is a positive role model for others.

### **Essential Duties and Responsibilities**

- Plan and lead large range of projects, which may include leading, delegating, developing, and overseeing a project site team with other First Companies' superintendent
- Schedule trade contractors, consultants, and vendors in a systematic manner to ensure timely completion of all assigned projects
- Establish and maintain First Companies' quality control standards
- Understand all reviewed shop drawings and submittals to verify accuracy
- Ensure trade contractors fully execute and comply with contracted work category
- Actively promote safety, health, and environmental quality standards
- Conduct a clean and organized job site
- Proactively identify potential issues that might arise in the construction process and communicate proposed solutions to the project team
- Coordinate required inspections with local jurisdictions and trade contractors and ensure any findings are promptly addressed
- Maintain daily logs to track and record progress on each project
- Perform Superintendent duties at multiple job sites simultaneously
- Conduct weekly progress meetings to assess the project schedule, identify and resolve any issues, and review safety standards and practices
- Assist project manager with updating the master schedule weekly.
- Issue notices of non-compliance to trade contractors, if needed.
- Generate and execute site logistics plans, ensure they are distributed to all trade contractors, and post them on every job site
- Relay potential cost implications with Project Managers prior to work being performed
- Maintain as-built drawings throughout the duration of the project
- Manage/Create and implement punch lists and ensure trade contractors promptly address any issues

- Maintain Occupational Safety and Health Administration (OSHA) certifications as required by First Companies Inc.
- Ensure all trade contractors provide required Occupational Safety and Health Administration (OSHA) certifications and proper documentation prior to commencement of work
- Assist the Project Manager with budgeting, bidding, and awarding of trade contracts
- Open the jobsite at beginning of the day and secure the jobsite at the end of the day
- Post and maintain all necessary safety manuals, signage and Michigan Safety Data Sheets (MSDS) in every job trailer
- Review and enforce First Companies' standard safety requirements with all trade contractors on each jobsite prior to work and ensure strict compliance
- While maintaining overall responsibility of the jobsite, actively coach and mentor other site superintendents to address any knowledge gaps and ensure process consistency
- Assist the Director of Site Operations and/or Project Managers with any other tasks or responsibilities, as needed
- Oversee or preside over weekly progress meetings.
- Provide clear and direct communication to both internal and external project partners.
- As site related issues and coordination efforts arise, facilitate communication and/or reporting processes to bring issues to resolution and provide direction for trade partners
- Oversee or manage quality control strategies for the project.
- Manage the overall and look ahead schedule to ensure project is on schedule.
- Identify schedule impacts in advance and provide "course" correction strategies to the project teams.

### **Required Skills**

- Maintain, promote and integrate First Companies' values with all internal and external stakeholders.
- Be a team player who demonstrates a positive attitude, implements solution-based thinking and relates well with internal and external stakeholders.
- Takes complete ownership and responsibility of all site-related activities to ensure a successful project.
- Ability to have difficult conversations and resolve conflicts.
- Proficient in the use of Microsoft Office (Excel, Word and Outlook).
- Proficient in both speech and writing.
- Run job tasks in an organized, detailed and reviewable manner.
- Able to multi-task, prioritizing in-coming work and meeting deadlines.
- Effectively manage multiple on-site field team members.
- Ability to delegate tasks to field team members ensuring each team member understands their role and responsibilities.

### **Education and Experience:**

- College degree or equivalent training.
- 10 plus years of construction experience
- 5+ years effectively managing multiple on-site field team members.

### **Physical Requirements:**

Occasional periods of sitting at a desk and working on a computer.

Ability to traverse and inspect all areas of jobsite in all types of weather including walking, climbing, reaching, bending, crawling or stretching.

Ability to lift up to 50 pounds

Ability to legally operate a motor vehicle.

May require travel.

Exposure to characteristic construction site dangers.

First Companies, Inc. is an Equal Opportunity Employer (EOE). We do not discriminate against individuals because of race, color, religion, national origin, gender, physical or mental disability, veteran status, or any other characteristic protected by federal, state, or local statute or ordinance.

Disclaimer: This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones be assigned at any time with or without notice.