



## Job Description

**Job Title:** General Superintendent  
**Department:** Construction  
**Reports To:** Operations Manager  
**FLSA Status:** Exempt  
**Prepared By:** Operations Manager  
**Prepared Date:** 03-19-17  
**Revision Date:** 03-19-17

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as necessary. The General Superintendent is responsible to oversee and manage all field activities as they relate to manpower, material, and methods of installation on each project. This includes training, supporting, evaluating, and discharging all Field Superintendents and field employees under his and/or her direction. The main objective of the General Superintendent position is to implement CSUSA SW's Culture of Accountability by maximizing jobsite safety, teamwork, quality, productivity and customer loyalty. The following duties are included but not limited to the day to day responsibility of this position:

1. Manage manpower performance, productivity and pre-planning
2. Create professional field teams through comprehensive training
3. Attend head start meetings
4. Assure trade specific field supers are attending and participating in head start meetings
5. Work with trade supers to assure foreman selection is based on best fit for specific projects
6. Assure trade supers and foreman are participating in BIM process from beginning to completion
7. Hold supers and foreman accountable to attend constructability meetings and also bring constructive ideas to share with project team
8. Verify pertinent information for each project is turned over to field teams. If not address with project manager on missing or delinquent items.
9. Visit as many projects as possible weekly while taking time to discuss the following with foreman. This includes in-plant projects
  - a. Productivity
  - b. Proper safety practices
  - c. Quality installation
  - d. Manpower needs
  - e. 5 star accountability
  - f. Scheduling
10. Confirm supers completely understand the entire process used for Coins entry
11. Confirm supers have set up project teams upon award of new project and before manning job
12. Confirm all time cards are checked for accuracy and verified in Coins for payroll entry
13. Collaborate with project managers, trade supers and Manufacturing to confirm we have exhausted all venues for prefab before any material is delivered to site

14. Review with project managers and trade supers to get long lead items and items needing prefabrication or kitting ordered early to meet project schedule
15. Communicate with project managers on any unresolved project issues or potential delays
  - a. Rfi's
  - b. Change orders
  - c. Design flaws
  - d. Asi's
  - e. Submittal delays etc.
16. Cultivate a culture of accountability in the entire field
17. Address any issues for resolution with GC. If no resolution can be reached in field bring to operations manager
18. Act as liaison between General Contractor and CSSW to maintain and/or build relationships
19. Hold trade supers accountable for training and mentoring the specific foreman and workers on their projects
20. Hold supers accountable for monthly trade foreman meetings
21. Work with operations manager to have productive all foreman meetings quarterly
22. Seek out training opportunities for trade supers and foreman
23. Seek out new tools and systems to increase productivity
24. Perform with HR and operations manager annual review of superintendents
25. Participate in annual reviews of all field employees ( pipe and sheet metal are done a month apart)
26. Hold field leaders accountable for completing safety audits, 3 week look ahead as well as a daily task plan
27. Confirm these reports are sent in to coordinators for entry into PM software
28. Be present for any safety violation meetings
29. Perform or confirm write ups are done to hold field employees accountable for safety, attendance and/or any violations of employee handbook. Follow up with employee with counseling. Follow all HR procedures if termination is required
30. Work with trade supers to band all foreman and workers quarterly
31. Assist or perform in potential employee interviews
32. Collaborate with project managers to review man hours and materials expensed on a project and formulate a plan for recovery (recognize 25% into project labor)
33. Stress importance of continual improvement through training and hiring practices
34. Stress proper crew mix to meet or beat bid labor rates
35. Continually stress team approach
36. Meet with operations manager once a week to discuss success's and issues needing resolution

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year College or technical school; or 3 to 5 years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually loud.

**To apply, send resumes to Kathy Decoccp at [kdecicco@csusa.us](mailto:kdecicco@csusa.us)**