



*Southwest*

## POSITION DESCRIPTION

---

**POSITION TITLE:** Field Superintendent

**DEPARTMENT:** Construction

**FLSA CLASSIFICATION:** Exempt

**REPORTS TO:** Director of Operations

**POSITIONS SUPERVISED:** Multiple

---

### POSITION PURPOSE

The goals and purpose of the Superintendent position are to a) produce a satisfied customer; b) Manage manpower performance, productivity, and pre-planning; c) creation of professional field teams through comprehensive training.

---

### ESSENTIAL FUNCTION AND BASIC DUTIES:

#### **Initiate Job-site pre-planning:**

- Attend early job site meetings as directed by the project manager.
- Review job documents, information and requirements.
- Assign foreman suitable for each project
- Schedule a job mobilization of company tools and equipment.
- Coordinate with CADD job site requirements as necessary for drawings and detailing.
- Insure all materials are taken off and detailed are specified and dimensionally correct and will fit in the physical space and/or envelope.

#### **Project Visits:**

Visit all job sites under your supervision twice a week (minimum). Schedule job visits at different time during the course of the job. Oversee project status for comparison to the contract on:

- Project schedule
- Project man-hours – including overtime & temporary labor
- Pre-planning
- Rentals

## **Foreman Paperwork:**

Require and Review the following with your foremen weekly:

- Timecards and phase codes for accuracy
- 2-3 week work plan
- Daily Logs (documented)
  - a) General Contractor b) Subcontractor c) coordination d) schedule
  - e) Manpower f) Tools & equipment
- Communicate with the project manager on all job problems and progress
- Safety reports, job box meeting agenda, safety solutions
- RFI's, COR's, ASI's

## **Safety:**

- Support the Safety Director and ensure company safety program compliance.

## **Human Resources:**

- Follow all Human Resource procedures for discharge of all employees under their direction. Require appropriate documentation from foremen before any terminations.
- Attend production meetings and department head meetings.
- Perform employee reviews (salary and performance). Schedule a time to meet with the employee after their anniversary date to review their performance and discuss a salary increase.
- Review all employee counseling forms and perform appropriate follow up warning, suspension, discharge or commendation. Follow up with each employee that has been written up by one of your foremen.
- Terminations and layoffs. Inform the employee of the reason for the separation, when the last paycheck can be picked up and ensure all company property has been returned.

## **Job Site Responsibilities:**

- Require foremen to perform punch-lists remediation immediately upon receipt. Upon completion, documentation will be provided with a letter to the general contractor.
- Coordinate equipment start-ups with manufacturers through foremen.
- Require foremen to maintain responsibility of their projects. If a foreman is pulled off of a job to start a new job, make sure a proper transition is done.
- Review weekly Job Cost Reports. Monitor project budgets for all foremen.
- Continually work on training new employees. Maintain a proper ratio of helpers in your work force. Additional training opportunities will be provided by Comfort Systems USA Southwest.
- Check on subcontractors continually. Quality of the installation, plans and specification are met. Proper personnel should be maintained along with timeliness.
- Promote a team concept. Work together and treat other employees the same way you would expect to be treated.

**CUSTOMER RELATIONS:**

- Promptly address customer concerns to assure resolution of problems and maintain long-term positive relationships.

**MECHANICAL SYSTEMS KNOWLEDGE:**

- Competent understanding of mechanical systems. Able to identify problems and propose cost-effective solutions.

**COMPANY RELATIONS:**

- Build and maintain rapport and positive working relations with field, office, and management personnel to resolve problems; exploit opportunities and maximize profits.

**EXTERNAL RELATIONS:**

- Build rapport and productive working relationships with customers, vendors, and other outside agents. Effectively represent the company's interests to outside agents to maximize profits.

**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 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).**

***“The incumbent shall work well under pressure; meet multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues and supervisors.”***

I have received a copy of my job description for “Superintendent”.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witnessed