



YOU CAN COUNT ON US TO BE “ON TIME AND ON BUDGET”!
1439 West San Angelo Street, Gilbert, Arizona 85233

Job Title: General Superintendent
Department: Field Operations
Position Status: Full-Time/Exempt
Reports To: President, Vice-President and Controller
Date Revised: March, 2021

Job Description Summary:

Responsibilities include the complete management and oversight of field operations and resources to develop a first-class field staff. This includes personnel management of field, warehouse, fabrication and safety staff. This complex role is of critical importance to meeting our productivity, safety and quality standards. Cooperation and participation as an integral member of the project team is expected. You will work with Field Supervisors to ensure projects are started, executed and completed with adherence to the established plan, budget and contract deliverables. It is essential that all field operations are conducted in a balanced approach of safety, production, quality, process, procedure and customer service.

The General Superintendent has the ultimate responsibility of setting up, modifying, moving and adjusting manpower and crews to meet the estimated labor rate and hours for the project. This position ensures that pre-planning is done on EVERY job in a manner consistent with established processes and procedures so that production rates can be met or exceeded safely and with high quality generating profitable and favorable outcomes. The pre-planning process is inclusive of all related components of building our projects; labor, material selection and handling, prefab and logistics, tools and equipment, etc... This position takes care of all field issues as they arise with employees and general contractors; playing an instrumental role in hiring, discipline and terminations.

This is a leadership role requiring the ongoing analysis and improvement of existing business processes and procedures; always looking for opportunities to improve the system, generate efficiencies, capture savings or implement new solutions. You will be required to interact and communicate with a wide range of internal and external stakeholders, it is expected that this is done cooperatively, with good faith, and in alignment with the LEI core values. Leaders are expected to step in and help solve problems in any department, with any individual, always eager to train, mentor or coach others as well as pursue individual growth and development.

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Metrics for Success and Key Performance Indicators:

- Make good manpower decisions factoring in needs, talent, labor rates and consistency
- Require that projects are planned; ensure the plan is implemented, followed and adjusted with a high degree of coordination and cooperation from Project Managers
- Know completely all JFK standards, rules, processes and procedures; demand they are followed
- Uphold and maintain JFK values in safety at all times, auditing jobs and correcting hazards
- Visit job sites and inspect the work for quality and adherence to the plan, schedule, production and contract documents; offer assistance, spending 85% of your time on jobs
- Ensure projects and field supervisors have a good handle on material management and tools
- Champion efforts for prefabrication, logistics and kitting to remove problems from the field
- Ensure the field operates with a high degree of discipline and accountability, always
- take care of our customers, subcontractors and end users; your field should do the same
- Be the Example, expect the best, step in to do what needs doing; drop the hammer if needed
- Identify, train and develop our field skill and talent level with formal and informal learning
- Be an advocate for the office and management, helping to bridge any gaps with the field staff

Essential Functions and Responsibilities (Other Duties May Be Assigned to Meet Business Needs):

- Review, interpret and analyze contract documents, plans, specifications and schedules
- Develop job setup plans including storage, logistics, tools, equipment and technology needs
- Ensure takeoffs are completed for labor tasking, budget comparison and material buyouts
- Identify and initiate all BIM and prefabrication requirements and opportunities
- Answer crew questions and provide acceptable solutions in a timely manner
- Enforce crew productivity, quality and workmanship standards
- Ensure Field Supervisors adhere to all requirements of their job description
- Attend required meetings, solve problems and maintain positive relationships with clients
- Ensure Field Supervisors prepare and maintain 3-week look ahead, As-Builts and daily logs
- Enforce JFK policies, procedures and standards
- Promote positive attitudes and high morale on the jobsite with alignment to the LEI values
- Ensure all jobs are clean and safe work and weekly safety meetings are held
- Fill out all safety and injury reports in a timely manner

Education, Experience, Skills, Abilities and Requirements:

- Managerial and leadership skills are essential
- Customer service skills and ability to develop new and build existing relationships
- Detail oriented and ability to multi-task
- 5-10 years' experience managing projects, schedules, resources and teams
- Expert knowledge of the construction industry and electrical systems
- Ability to direct and oversee a large component of field staff and supervisors
- Valid OSHA 10 and OSHA 30 Certificates
- Valid Arizona Driver's License and approved motor vehicle record

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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.

- Required to bend, stoop, squat, crawl, climb kneel, balance, push, pull and reach overhead
- Lifting up to fifty (50) pounds with help is required
- Must be able to drive to various events and jobsites as required

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.

- The noise level in the work environment is usually loud

I understand the requirements of the position and accept these responsibilities as well as other duties as assigned by my Supervisor.

Employee Signature

Date

Supervisor Signature

Date

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