

WOHLSEN CONSTRUCTION COMPANY

JOB DESCRIPTION

Job Title:	Superintendent II
Job Reports To:	VPFO & VPO/Project Executive
Exempt or Non-Exempt:	Exempt

Job Summary:

Position with primary responsibility for the supervision of all field staff, subcontractors, vendors and activities in order to successfully complete a single project of varying complexity. Work with the Project Team to produce a quality product on time, within the project budget, complying with safety standards and exceeding customer's expectations.

Essential Job Functions:

PRE-CONSTRUCTION:

- Review contract documents and work with the project team in order to prepare bid proposals and attend bid presentations as needed.
- Assist the SPM/PM and estimating team with the preparation of scopes of work for the various disciplines.
- Assist the project team and estimating with the preparation of project schedules and site logistics plans.
- Review contract documents and provide guidance on constructability issues.
- Assist the project team as needed to obtain permits from the local municipal authority.

CONSTRUCTION:

- Provide guidance, leadership and direction for other superintendents, assistant superintendents, project engineers and other subordinate site staff.
- Responsible for the planning, scheduling and coordination of all work to be done on a given project.
- Conduct weekly coordination meetings with the foreman for the various trades to discuss the progress of the work, the project schedule, safety and upcoming activities.
- Assist the SPM/PM/Scheduler with monthly updates to the Master Schedule.

- Conduct regular quality control inspections and make sure that all work is done in accordance with industry and Wohlsen standards.
- Prepare and distribute punch lists for incomplete or deficient work and have all deficient work corrected prior to the final inspection by the project architect or other consultants.
- Prepare detailed weekly look ahead schedules that include the work of all trades that will perform work.
- Monitor work for adherence to plans and specifications, contractual requirements, code compliance and compliance with accepted industry and Wohlsen standards.
- Coordinate with the project team to effectively manage scope changes and provide direction to field forces in order to incorporate these changes.
- Maintain a current set of contract documents at the project site that includes all revised drawings, specifications, addendums, sketches, etc.
- Assist the project team with the evaluation of cost and schedule impacts of project revisions and ensure that proper documentation is completed to memorialize scope changes with our client and subcontractors.
- Work with the project team to schedule and coordinate the delivery of equipment and materials needed for the project.
- Assist the project team with the verification of additional work performed by our subcontractors.
- Develop and maintain constructive relationships with representatives of clients, local sub-code officials and design consultants. Provide leadership in order to maintain harmonious labor relations among job site personnel.
- Prepare and submit daily reports using CMIC software that shows all work performed onsite. This report shall include information related to construction delays, milestones achieved and the weather.
- Maintain a sketch book at the site that includes all sketches issued by the design consultants.
- Work with the project team to prepare final as-built drawings showing project revisions, sketches and notes.

SAFETY:

- Assume responsibility to enforce safe work practices by all subcontractors and workers at the jobsite and ensure that all work is performed in a manner to meet or exceed OSHA and Wohlsen safety standards.
- Work with the Wohlsen Safety professionals to establish Site Specific Safety Plans.
- Conduct safety orientations for new workers in order to discuss site specific safety concerns and enhance safety awareness.
- Conduct bi-monthly safety inspections of the work site and forward safety inspection reports to the Project Manager, Director of Safety and the VPFO.
- Conduct daily safety inspections of the work site to identify unsafe conditions and behaviors and take immediate action to remediate these conditions.
- Conduct Pre-Installation/Pre-Planning meetings for high risk activities with the trades that will be performing the work and share this knowledge with all workers that are working in areas that could be affected by this work.

- Maintain project safety files at the site that include subcontractor safety programs, MSDS', a hazard communication plan, tool box meeting minutes and pre-planning/JSA minutes for high risk activities.
- Immediately notify the Director of Safety and the VPFO of any lost time accidents or incidents involving Wohlsen or any other project personnel and initiate an investigation by interviewing witnesses and reviewing conditions at the scene of the incident. Submit required reports as directed by the Director of Safety.

Other Functions:

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply Wohlsen's Attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- B.S. degree in Construction Technology, Engineering or other related discipline or equivalent field experience.
- A minimum of 7 years of field construction experience in a supervisory capacity on projects ranging from \$5 to \$10 million.
- Ability to read and understand contract drawings and specifications
- Excellent interpersonal and communication skills
- Proficiency with Microsoft Office Products, specifically Excel and Word
- Ability to work additional hours as necessary to meet business plan objectives
- Ability to work on multiple projects and travel as necessary
- Ability to perform work at elevations above ground level
- A current, valid driver's license

Machines/Tools/Equipment:

Working knowledge of how to use surveying equipment, the use of total station equipment is preferred. Need to know the proper use and operation of standard construction and demolition tools and equipment; the ability to operate a forklift is a plus. Basic computer skills, including use of word and excel, basic office equipment (e.g. printer, fax, copier, calculator).

Working Conditions:

Primarily performs work at construction job sites with regular exposure to all weather conditions including heat, cold, rain and snow; some work in controlled office environments; regular travel by motor vehicle and some overnight travel via various modes of transportation, possibly including planes, trains and/or buses.

Employee Signature

Date

PHYSICAL REQUIREMENTS CHECKLIST – Super II

1. In a normal workday, the employee must be able to stand:

little or no standing 1-4 hours 4-6 hours 7+ hours

2. In a normal workday, the employee must be able to sit:

little or no sitting 1-4 hours 4-6 hours 7+ hours

3. In a normal workday, the employee must be able to walk:

little or no walking 1-4 hours 4-6 hours 7+ hours

4. In a normal workday, the employee must be able to drive:

little or no driving 1-4 hours 4-6 hours 7+ hours

5. In a normal workday, the employee must be able to lift/carry:

10 lbs. maximum; occasionally carry small objects – Sedentary Work

20 lbs. maximum; frequently lift/carry up to 10 lbs. – Light Work

50 lbs. maximum; frequently lift/carry up to 25 lbs. – Medium Work

75 lbs. maximum; frequently lift/carry up to 50 lbs. – Heavy Work

6. The employee must be able to use his/her upper extremities for repetitive:

Simple Grasping Yes No

Pushing/Pulling Yes No

Fine Manipulation Yes No

Continuously **Frequently** **Occasionally**
(67 - 100%) (34 - 66%) (0 - 33%)

Employee Must Be Able To:

Bend at the waist	_____	<u> X </u>	_____
Squat at the knees	_____	<u> X </u>	_____
Climb (including ladders)	_____	<u> X </u>	_____
Reach above shoulders	_____	<u> X </u>	_____

Kneel	_____	_____	<u> X </u>
Crawl	_____	_____	<u> X </u>
Use feet (foot controls)	_____	_____	<u> X </u>
Work at heights above 6 feet	_____	_____	<u> X </u>