



Construction Superintendent for the Retail Construction Industry

Summary

Superintendents manage the day-to-day operations on building construction sites. They are the General Contractor's representative and office liaison on construction projects. Superintendents are responsible for quality control, scheduling and coordinating subcontractors and vendors. They are typically stationed on the construction site for a period of 3-20 weeks depending on the duration of the project.

Superintendents have supervisory responsibility over trade supervisors and other support staff. This involves planning, assigning, and directing work, addressing issues as they arise, and resolving problems; they are the GC's ambassador representing the company to clients, landlords and local building authorities. A great superintendent usually results in a great project- they are the most important element in the entire process.

Responsibilities/Duties

- Coordinates and manages on-site construction activities from pre-start-up to completion; sets up and closes out construction site
- Studies specifications and drawings to plan work-flows for construction on basis of starting and completion times and staffing requirements for each phase of construction
- Assists in the development of project schedule; manages the schedule of activities and tasks on the construction site; coordinates various phases of construction to manage deadlines
- Ensures proper permits are secured
- Initiates and maintains relationship with Landlord from pre-construction meeting through project close-out and punchlist
- Ensure compliance with LL rules and regulations by all personnel on jobsite during course of construction
- Coordinates respective trade activity with LL when necessary, i.e. sprinkler work, etc...
- Schedules work, including subcontractors and vendors
- Solicits prices from subcontractors, vendors, and suppliers for review and approval by Project Managers; may prepare estimates in areas of self-performed work
- Directs trade activities based on concept and interpretation of project drawings
- Assembles members of organization staff, subcontractors, engineering, and others at start of project- reviews project from start through completion and validates schedule commitments
- Determines materials, equipment and tools needed; orders tools and materials to be delivered at specified times to conform to work schedules
- Assists Project Manager in locating and evaluating potential subcontractors, vendors, and suppliers



- Prepares various reports, i.e., weekly progress reports, attendance reports, materials used and costs, safety reports, expense reports; adjusts work schedules as indicated by reports
- Reviews drawings, (i.e., shop, architectural, structural, etc.) that are issued to the field; coordinates and maintains a current set of drawings at all times
- Creates as-built record set drawings and specifications as required by respective clients
- Leads safety meetings; serves as on-site Safety Officer if one is not specifically assigned to the project
- Manages inspection processes with local building authorities and Authorities Having Jurisdiction over the project
- Liaises with any OSHA inspectors
- Establishes and maintains high safety and quality standards in accordance with Company and industry standards
- Ensures customer satisfaction with the project

Work Environment

- Wet and/or humid conditions
- Outside weather conditions
- Moving mechanical parts
- Occasional exposure to high precarious places, fumes or airborne particles, extreme cold and/or heat, risk of electrical shock, explosives, and vibration
- Moderate to loud noise level

Qualifications/Skills

- Associate's degree or equivalent from two-year College or technical school; or a combination of related experience, training, and/or education and experience.
- Supervisory experience (personnel and subcontractors)
- Computer skills, to include word processing, spreadsheet, and e-mail applications.
- Ability to read, analyze and interpret documents such as blueprints, safety manuals, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to communicate effectively with employees, inspectors, LL representatives and clients
- Basic business mathematical skills, including ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to solve practical problems and develop options when challenges arise
- Ability to interpret a variety of instructions furnished in written, oral, or other forms



Military Experience that Translates to Superintendent Tasks

- Supervisory & delegation skills
- Required travel/working onsite at job sites
- Ability to multi-task and stay on schedule
- Understand authority and how to get things done with challenging personalities
- Work within difficult circumstances and conditions
- Attention to detail
- Prioritizing issues as they arise to maintain the best outcomes

Expected Steps to Transition from Military Environment to Superintendent Role

- Participating in the appropriate GC orientation session(s) with the selected contractors
- Shadowing under the appropriate GC superintendents that are skilled at helping others learn
- Industry training (blueprints, specifications, specialized software applications)
- Orientation to trades on constructions projects (electrical, HVAC, plumbing etc.) and union labor contract agreements where applicable- this is a skill set somewhat different that what a typical soldier may have experienced
- Learning the life cycle of a construction project
- Familiarity with OSHA rules and regulations
- Familiarity with company policies and practices
- Subcontracting requirements
- Anticipate 1-3 job internship depending on ability to grasp and being comfortable to run solo