



SUPERINTENDENT | OFFICE INTERIORS | CONSTRUCTION CO. | SF

Represented by Wentworth Executive Recruiting, Retained Search, Carol Ann Wentworth, CEO
carolann@wentworthexecutiverecruiting.co cell 415.516.9343

Position Title: Superintendent

Department: Field Operations

PRIMARY FUNCTION: The Superintendent provides the leadership, planning, organization, coordination, control, and direction in the management of field construction and related activities to meet the profit and growth objectives of the company. The Superintendent provides the leadership to maintain the integrity, consistency, and cost effectiveness of field construction related activities for the company, and provides the direction to assure the highest quality field construction standards expected by the company customers consistent with cost considerations.

AUTHORITY: The Superintendent has the authority to:

- To make purchases of material, operating supplies and to rent tools and equipment to meet the job requirements.
- To implement and enforce approved company operating policies and procedures at the job site of assigned projects. To provide general supervision to subcontractors on the job, and to provide direction to any employees assigned to the job in the accomplishment of their assigned duties.

REPORTING RELATIONSHIPS

The Superintendent reports to the V.P. Construction Operations as well as the Project Manager responsible for the assigned project.

- The Foreman and Laborers on the Superintendent's projects report to the Superintendent who has responsibility for the project.

REQUIREMENTS

- Must have at least 5 years of experience working in field construction, office interiors a plus.
- Education: High School Diploma. • Bachelor's Degree in Construction Management a plus.

- Skills: Should possess strong leadership and organizational skills; be able to effectively direct the efforts of field and subcontractors to meet deadlines while maintaining the ability to shift priorities rapidly to accommodate various workload changes.
- Physical: Must be dexterous and able to work in close quarters, and to be able to walk and can stand for a long period of time.
- Working Conditions: Must be able to report to the job sites each workday; have a driver's license; and to work reasonable overtime if required to meet the job requirements.

PRINCIPAL RESPONSIBILITIES

- It is the responsibility of the Superintendent to perform his/her duties in the spirit of the company's Mission Statement, and provide excellent services and the very best value for our customers.
- The Superintendent has the responsibility for the daily operations of the field construction to meet the contractual commitments of the company for assigned projects.
- For providing on time delivery of quality products.
- For providing a clean, secure, and safe work environment for all field employees and subcontractors, and a safe environment for the community.
- For assuring that all employees are in compliance with company policies and procedures.
- For assuring compliance with all applicable federal, state, and local laws and regulations, including but not limited to, health and safety regulations.

PRINCIPAL DUTIES

The Superintendent provides day-to-day supervision for all field personnel and subcontractors working on assigned projects.

- Frequently checks with subcontractors to assure they are ready to do their job, and schedule them as required for the job.
- The Superintendent participates in Job Start Up (Kick Off) meeting with the project Manager and Estimator and includes the following:
 1. A thorough review of the project drawings.
 2. Review of the job schedule.
 3. Discussion relative to the subcontractors for the job.
 4. Discussion relative to phasing and/or special conditions.
 5. Takes care to assure that all measurements on drawings or other documents are correct, makes corrections where appropriate and advises the PM, architect, engineer and/or other responsible parties of such corrections.
 6. Ensures that all pertinent information is obtained and the Scope of Work is clearly understood.
 7. Discusses with the Project Manager the needed equipment, material and supplies required for the efficient and orderly completion of the project.
 8. Resolves all construction problems, either directly or with the assistance of the Project Manager, or others, necessary to assure orderly progress of the project.
 9. Resolves any problems related to the customer, project and/or personnel, or gets assistance from the Project Manager or Operations Manager to resolve such problems.
 10. Maintains confidentiality of company data entrusted to him/her.
 11. The Superintendent is responsible for turning in all recycling receipts.
 12. The superintendent is responsible for closing out all city bonds and public works permits.

13. The Superintendent is responsible for maintaining good relations with the various trades on the job.
14. The Superintendent personally and quickly reports to the Project Manager any claims of harassment in the work place.

The Superintendent performs other duties as assigned by the Project Manager.

- The Superintendent will hold daily huddle with all project foremen on site.
- The Superintendent will work diligently to achieve a zero punch list.
- The Superintendent will produce an “items to complete” list two weeks before punch walk.
- An office will be set up at the job site.
- This includes: Set up files by divisions for all subcontractors to coincide with the office.
- Coordinate equipment requirements.
- Perform safety postings and all paperwork requirements by OSHA, i.e., MSDS, OSHA reports.
- Coordination of Trades. All subcontractors will be contacted before job start to sign all of the forms for job and safety regulations.
- Coordinate work with all subcontractors to maintain job schedule.
- Conduct weekly job meetings with subcontractors and prepare minutes for typing and distributing by project administrator.
- Provide a copy of the next two-week schedule to the subcontractors.
- Paperwork: Keep accurate daily log documenting all pertinent information pertaining to job events, correspondence with inspectors, architects, owner(s) and any visitors to job site. The Daily Logs must be turned in each Wednesday morning with the time sheets.
- Document addendums bulletins, RFI’s and field modifications on drawings.
- Keep time of personnel with proper cost code for material and labor.
- Require all visitors to check in at the field office and sign the visitor’s sign-in sheet, and check out a hardhat to all visitors.
- Submit a two-week Look-A-Head Schedule to the Project Manager each week. These schedules must be turned in every Friday.
- Change Orders. Document all T&M change orders.
- Keep track of time and material and attach material back up to the ticket.
- Contact the Project Manager for approval before signing subcontractor’s ticket, and check for material, labor, description, date, job number or purchase order.
- Sign the subcontractor’s ticket; verify time only.
- Get the owner, or owner’s representative, to sign ticket with all pertinent information attached, prior to performing the work, or get the Project Manager’s approval before proceeding with the work.

Safety

1. The Superintendent is responsible for the development and carrying out of Safety programs on the assigned projects.
2. Frequently attends and participates in safety meetings for assigned projects.
3. Works with the Project Manager to assure that the safety programs are adequately funded. Reviews and resolves safety issues.
5. Ensures that all workers follow all safety procedures on the project at all times.
6. Conducts weekly safety meetings (tailgate meetings) with team. Collects weekly tailgate meeting

reports from all subcontractors. These safety reports are to be turned in each Wednesday morning.

7. Obtains MSDS information from all subcontractors and assures they are job specific.

8. Prepares safety reports, daily logs, jobsite photos, materials lists, and other similar reports.

9. Reports any accident immediately to the Safety Officer, and FAX the accident report to the attention of the Safety Officer.

10. Posts all state requirements at the job site on the back of the toolbox.

Manpower

1. The Superintendent will perform the following functions relative to new hires.

2. Discuss with the Project Manager and Labor Coordinator all manpower needs at the beginning of the job. Notify the Labor Coordinator one week before you need manpower.

3. Review with the Labor Coordinator the available manpower prior to hiring a new employee.

4. Inform the Labor Coordinator before any personnel is to be laid off.

5. When a new hire is done, get all pertinent information and send it to the office with the proper form number. Also send a copy of the I9, W4, Union paperwork, copy of the Driver License, a copy of the Social Security card, appropriate employee information, and Safety Sheet.

6. Give the new employee a copy of the Rossi Safety program and OSHA regulations.

7. Provide to the new hire the necessary safety equipment.

Material and Tools

1. The Superintendent is expected to requisition materials, supplies, tools and equipment to meet the requirements of the project.

2. All tools and materials are to be on the job site one week prior to installation.

3. All tool purchases and repairs must be processed through the Equipment Manager.

4. Notify the Equipment Manager immediately if a tool is sent to another job and sign the tool information sheet.

5. All tools are to be thoroughly cleaned before being sent back to the yard.

6. The Equipment Manager is to be notified of defective or broken tools before they are returned to the yard and noted on the tool information sheet.

owned assets used on the assigned project.

Quality Control

1. Completes all work in accordance with the company's quality standards.

2. Personally conducts quality control inspections of all work to ensure that the construction work performed meets the contract requirements and company standards.

3. Ensures that each subcontractor is complying with drawings and specifications. The Superintendent is to make daily inspections of all work of trades; point out deficiencies and have work corrected; and write up the deficiencies notices and send the information to the office.

5. Takes necessary action to assure that the job site is clean and free of all rubbish relating to the construction. This includes the requirement that a personal inspection is made of the job site of a completed project to assure that all tools have been retrieved and that the job site is left in a neat, clean, and orderly condition.

6. Make sure subcontractors clean up after themselves on a, daily basis per their subcontract.

7. A pre-punch list is to be completed one week before the job is completed.

Our client's company is growing and we are adding exceptional people with Leadership, dedication to their profession and someone who wants to contribute their expertise and skill set to the interiors office | tenant improvement space in the San Francisco Bay Area.

Please send your cover letter and resume to carolann@wentworthexecutiverecruiting.co
You will be contacted in you indeed have the requirements stated in this job description. Due to the volume of resumes we receive, we can only contact qualified candidates. Thank you.