

## Job Description

**PROJECT SUPERINTENDENT**

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EXEMPT (Y/N): Yes

LOCATION: Jobsite

HOURS: Vary

DEPARTMENT: Operations

SALARY RANGE: \$100,000-\$160,000

SUPERVISOR: VP / Operations

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**SUMMARY:** The Superintendent is a team co-leader along with the Project Manager and is responsible for the Project's performance as it relates to schedule, costs, efficiency, morale, safety, and overall job success. The Superintendent is the Project's field leader, coordinator, and motivator, working with subcontractors to perform at their highest efficiency, especially during challenging times and circumstances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. These duties describe the minimum activities of this position. These duties are subject to change to accommodate the needs of the company.

- Review and adapt the Prime Contract and Contract Documents into Otto's project procedures and subcontracts. If a Project Procedure is developed, provide input with respect to the general procedures, site utilization and schedule.
- Participate in project buyout by developing specific scopes of work to avoid double coverage.
- Develop general procedures and specific scopes of work for issuance of subcontracts and purchase orders. Review Construction Documents thoroughly, specifically the construction details, to assure that all aspects of work have been identified and assigned (only once).
- Develop the Project Master Schedule. Develop a construction plan to exceed the project's schedule expectations. Construct the entire project multiple times always challenging your theories along the way looking for alternative sequences to construct the project faster. Use the Project Manager as a resource to also challenge your theories and ideas. Maintain and update the Project Master Schedule monthly with the Project Manager/Engineers.
- Discover conflicts and errors in the Construction Documents before they become a problem in the field. Cross check string dimensions with those of grid lines. Generate RFIs identifying design conflicts and/or concerns suggesting a desired solution with alternate method and/or product.
- Oversee the Project's mobilization and development of field staff consisting of foremen, engineer, and tradesmen. Establish site services, safety postings and procedures, temporary utilities, debris disposal, surveying, security issues and fencing. Schedule and orchestrate subcontractor mobilization and equipment compliance. Ensure compliance with all proper Injury & Illness Plan information, the access to Material Safety Data and additional Title 8 & Cal-OSHA requirements are met including having properly trained and instructed supervisory personnel in case injuries occur (Subcontractors included). Enforce site access and entry requirements to protect the public.
- Develop and maintain a positive working relationship with project inspectors, building officials, surrounding neighbors and owner representatives.
- Establish and maintain communication with suppliers and vendors to seek new and alternative tools, equipment, means and methods to suit the project's needs.
- Take the lead in establishing an account with the desired concrete supplier and expedite submittals and trial batches.
- Participate in reviewing and processing submittals. At the start of the project, assist the office staff to help get the administrative side up and running.
- Review monthly billing with Project Manager. Perform on-site inventories of materials delivered.
- Manage Otto's labor and material and compare actual production to the estimate by way of unit cost studies or quantity reporting in conjunction with the Project Manager.

- Develop weekly short interval schedules for subcontractor and owner distribution and coordination.
- Monitor the project's schedule status by comparing the short interval schedule progress to critical milestones of the updated Master CPM Schedule. Be prepared to report on the current schedule status monthly and/or at the quarterly meetings.
- The Superintendent is the main participant in Otto's 3-step quality control program overseeing document review during the preparatory stage in addition to performing the initial and follow-up inspections.
- Attend and help conduct project meetings with Owner/Architects.
- Identify and track the status of all material and equipment deliveries and lead times for the entire project.
- Maintain daily job journals. Document start and completion dates of activities and milestones, tests, inspections, important conversations, deliveries, and especially track unusual events such as weather and schedule impacts.
- Maintain control over timecards and phase coding.
- Maintain control over material purchases and phase coding utilizing the Purchase Order log. Complete purchase orders and log entries in full at time of purchases and turn P.O. copies into the main office on a weekly basis.
- Assist the Project Manager with change order take offs and pricing. Track and record cost information for extra work being performed by either Otto or subcontractor crews.
- Ensure that all Otto personnel and subcontractors abide by safety guidelines and procedures. Coordinate work with Otto's Environmental Health and Safety Manager to implement a site-specific reward and discipline program to assure participation by the crafts.
- Maintain status of equipment maintenance and repair.
- Maintain reservoir of material and supplies to assure continual progress. Balance new material and re-use with schedule needs.
- Be present at all times that work is being performed on the project. Under extreme circumstances, the PM and Superintendent should make provisions for the presence of a qualified Otto individual to be present to supervise the work.
- Supervise the work and progress of the Project Engineers, being a mentor to craft personnel and Project Engineers working beneath them. Assist the Project Manager and VP/Operations with performance reviews.
- Keep lines of communication open with Project Manager to assure that both sides are on the same page with respect to plan changes, personnel needs, company policy, etc. Seek input from PMs and PEs on problem solving.
- Help subcontractors perform to the best of their abilities. On some projects, Otto's work amounts to a small proportion compared to that of subcontractors. Schedule the work in an organized manner to allow every trade to be successful. The subcontractor's success will determine their desire to work with Otto in the future.

**QUALIFICATION REQUIREMENTS:** 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:**

Bachelor's Degree and/or 5 years progressive experience preferred.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as plans and specifications, safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively in one-on-one situations with customers and employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to interpret a variety of instructions furnished in written and oral form.



**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license and good DMV record to operate vehicle on company's behalf.

**OTHER SKILLS and ABILITIES:**

Recognized as a self-starter and ability to meet deadlines.

Ability to work well with others and achieve team goals.

Highly dependable with excellent organizational and time management skills.

**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 regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee occasionally is required to lift and/or move up to 25 pounds and to walk up to ½ mile daily. Specific vision abilities required by this job include close vision and distance vision.

**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 occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

**NOTE:** Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

**STANDARD BENEFITS INCLUDE:**

- 401(k) Plan with matching contributions
- Health, Dental, Vision, Life and Disability Insurance
- Vacation, Holiday, and Sick Leave
- Profit sharing/incentive plan
- Continued education & industry certifications
- Wellness and team building activities

Resumes can be emailed to Robert Ussery – [russery@ottoconstruction.com](mailto:russery@ottoconstruction.com)

Employment placement agencies and executives need not inquire.