

## ***Project Superintendent***

### **Success Plan**

#### **A Description of Performance Based Objectives**

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**The Project Superintendent reports directly to the Project Manager. The success of the Project Superintendent depends on his ability to work effectively with P. Agnes Management from a Pre-Construction, Construction, and Operations standpoint.**

While there are specific responsibilities and expectations described below, it is essential to remember that your overall success will depend on three key project areas:

- a. Safety
- b. Planning
- c. Client Loyalty

#### ***Performance Based Objectives:***

- ✦ Safety
  - Insure job safety requirements are understood and implemented by all project personnel and trade contractors, working with the safety support personnel as a resource. Continually strive for Zero Injury on all projects.
  - Ensure Quality control is maintained.
  - Lead on-site safety meetings.
  - Review the trade contractor's safety program and MSDS information in the trade contractor start up meeting.
  - Watch for and correct all safety hazards at the jobsite. Report all safety incidents to safety personnel.
  
- ✦ Planning
  - Review the plans and specifications for constructability and construction schedules and advise the project team of issues or deficiencies.
  - Implement logistics plan and coordinate site activities
  - Understand the contract with the owner.
  - Understand project estimate and budget set-up.
  - Understand trade contractor and supplier contract scopes.
  - Prepare, manage and update detailed Look-Ahead schedules with sequence and activity duration including procurement items.
  - Establish the punchlist process and close-out procedures with the Project Manager, Owner and Architect before trade contractor work starts. Maintain a Zero Punchlist.
  - Schedule and procure tools and equipment necessary for the project.
  - Mentor and train other employees as necessary.
  
- ✦ Client Loyalty

- Understand the Owner's goals regarding construction and communicate to field personnel.
- Maintain a positive relationship with the owner and design professionals throughout the project.
  
- ✦ Additional responsibilities, as requested
  - Participate in proposals and presentations.
  - Provide technical expertise, and participate in Preconstruction
  - Participate in the Constructability review.
  - Assist in the management of the Preconstruction schedule.
  - Assist in developing a mobilization/site logistics plan.

**Position Qualifications:**

- High School and completion of Vocational School or Superintendent Training program, a plus
- 5 years minimum related experience or equivalent role (Commercial, Higher Education and Health Care construction experience a preferred)
- Proficient in understanding building plans and specifications.
- Familiar with construction management software such as MS Project, Excel, PDF viewer, and Daily Report Writer a plus, for use with scheduling, spreadsheets, and project documentation.
- Safety standards knowledge and enforcement, OSHA 30
- Team player with field supervision, project management and company administration staff.
- Ability to be focused and effective under time pressure situations.
- Self-starter with ability to set goals and tasks with strong leadership