

## **Superintendent**

Responsibilities Include, but are not limited to:

### **GENERAL**

- Assigned to a project by the Operations Team
- Be inclusive and support fellow teammates, provide support and mentoring to make our our team Best in Class in our industry
- Involvement in company initiatives to expand our services to our clients
- Lead the full understanding of the project documents in the field: drawings, specifications, revisions, and schedule
- Reports to the Project Manager and/or VP of Operations regarding progress of the project
- Create and update the project schedule for the team and deliver the milestones per the published schedule
- Assist Project Manager with subcontractor and vendor buyout, submittals, RFI's, changes, and closeout as requested
- Lead the Powell RYKA self-performed labor operations, scope and schedule
- Responsible for all field activities, site security and public safety
- Maintain and monitor Powell RYKA and subcontractors to assure a safe and accident free project
- The Superintendent is responsible for all coordination with authorities having jurisdiction over the project, governmental agencies, and outside inspection agencies hired by Powell RYKA or the Owner
- Provide daily reports along with ample photos
- Maintain and organize a complete set of plans and addendum documents throughout the project
- Maintain and organize all contract documents, RFIs and submittals in a project binder
- Coordinate with PE / PM as required

### **PROJECT SCHEDULE**

- Generate project schedule, logistics plan, safety plan, temporary facilities plans, etc.
- Implement and maintain the project schedule
- Provide continuous 2 or 3 week look ahead schedules for the weekly OAC and superintendent meetings

- Fully coordinate and support subcontractors to meet our goals for schedule manpower, start dates, milestones, quality, safety and overall performance for each trade
- Set realistic goals for Powell RYKA personnel and subcontractors to not only meet schedule, quality, cost, and safety goals, but to improve it whenever possible

## QUALITY CONTROL

- The Superintendent is the KEY element in Powell RYKA's goal to continue to give our clients the absolute maximum value for their dollars
- Critique subcontractors work early in the installation for QA/QC issues
- Review the project on a daily basis, verify that subcontractor work and Powell RYKA labor is correct and is of good workmanship
- Lead project field team start through completion to exceed the client's standards, strive to minimize project punch items

## ORDERING OF MATERIAL AND EXPEDITING

- Ordering and expediting of material to be installed by Powell RYKA's field personnel is the responsibility of the Superintendent / Foreman (i.e., Carpentry supplies: lumber, drywall, ceiling, hardware and any other items for the project)
- Advise the Project Manager of any anticipated or required expediting to keep the project on schedule. Include your insight and ideas to achieve the recovery schedule
- Monitor and assist PM in projecting the General Condition costs for the project, such as tools, temporary facilities, materials and rentals etc.
- All material tickets with cost coding and special notes are to be given to the Project Engineer for their support of invoices weekly
- All carpenter and labor requests are to be coordinated through the VP of Operations one week prior

**MANAGEMENT OF LABOR DOLLARS**

- Collect timesheets for field employees on your site and help with any coding or time concerns
- Forward labor timesheets to Accounting
- The Superintendent is responsible for allocating labor dollars to the correct cost code in the most efficient manner with the intent to conduct a study of the bid when the project is complete to review possible items that were not originally included
- Create and file Daily Construction Reports and daily job photos as required on the server
- Always spend the budgeted dollars as if they were your own

**PUNCH LIST**

- The Superintendent is responsible for the timely completion of the project punch list
- Scheduling and coordination of all final permit inspections, special inspections, and client special testing required to achieve acceptance of our project
- The Superintendent is responsible for the finalization of the TCO and CO from the local governmental authority
- Organize a pre-punch walk through with the Project Manager to avoid a large punch list
- Support PM in evaluating subcontractor performance at the completion of the project
- Superintendent is responsible to scan all permits, TCOs, and C of O's to project folder on server

**SAFETY**

- The Superintendent is the leader of Powell RYKA's Safety Program and an injury free workplace
- All staff of Powell RYKA will support the enforcement and maintenance of the company's Safety Program
- Have minimum qualification of current OSHA 10 and CPR training



#### **CLIENT / ARCHITECT / BUILDING MANAGER RELATIONS**

- The Superintendent is the day-to-day representatives of Powell RYKA for the client. They will be the most visible employees and will strongly influence future client / company relationships
- Work with the client regarding possible changes, solutions and answer questions they may have
- Keep the client aware of the status of the project and invite them to walk through the project at various times to see the progress made