

Superintendent



Job Summary:

Responsible for supervising production personnel in a cost effective and efficient manner, including equipment and materials. Maintain contact with customer personnel to ensure timely completion of work.

Reports to:

Area Manager

Position Type:

Salaried

Major Duties:

- Ensures compliance with Company Safety, Quality and Efficiency Guidelines
- Ensures that production crews have tools and materials necessary for work
- Sets priorities and assigns crews for completion of jobs
- Works with crews to develop skill levels
- Reviews work of crews for quality of work
- Completes periodic reports regarding production in process
- Orders delivery of materials according to production demands and customer requirements
- Maintains effective business relationships and tract Superintendents
- Maintains production within budgeted levels
- Maintains effective business relationships and communication with internal customers
- Ensures that all schedules are met for internal/external customers
- Helps maintain material control

Minor Duties:

- Periodically evaluates personnel skill and ability for promotional consideration
- Continuously focuses on process improvements

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Supervises:

- Directly - Crew Foremen
- Indirectly - Production Personnel

Physical Demands and Work Environment:

- While performing this job, the employee is frequently required to stand, walk, and sit for long periods of time, particularly when driving
- The use of hands and fingers for power grasping, lifting, use of power tools, and fine manipulation for writing and computer use
- The employee is required to climb stairs and ladders to access pitched roofs with various grades of incline and maintain his/her own balance
- The employee must lift and/or move up to 100 pounds
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, and depth perception
- While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time
- The noise level in the work environment is usually minimal but may increase while exposed to construction environment, machinery, and equipment.