



Job Description

1495 Columbia Ave. Bldg. 2 * Riverside, CA 92507

t: 951-684-1909 * f: 951-684-1984

Title:	Superintendent
Report To:	Project Manager
Hours:	Hours and locations vary. Night work and out of town work sometimes required
Attendance:	Regular attendance is a requirement of this job.
Dress:	Work boots, long pants and company provided shirt. Must comply with OSHA, customer and Harco minimum safety standards.

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

Associate’s Degree (A.A.) or equivalent from a two-year college or technical school and four to six years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES/LICENSES

Valid Driver’s License

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively to customers, vendors and employees.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING SKILLS

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

EMPLOYEE SUPPLIED TOOLS

- Basic hand tools
- Skill Saw and cordless driver/drill
- Vehicle (Proof of Insurance)



Job Description

SUPERVISORY RESPONSIBILITIES

Supervises employees in the Construction Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems.

OTHER SKILLS

- Comprehensive understanding of construction standards and methods
- Good organizational skills
- Self-motivated and solution oriented

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (other duties may be assigned)

- Ability to read and understand construction blue prints/plans and specifications.
- Coordinate and direct all activities and tasks relating to an assigned project.
- Confer with Project Manager concerning project scope, schedule, vendors, methods and manpower.
- Maintain Daily Logs, Field Changes, Incident Reports and Safety Meeting Logs. Turn them in on a daily basis.
- Conduct weekly safety meetings with all personnel and subcontractors performing work on the jobsite.
- Maintain a neat, orderly and safe jobsite at all times.
- Coordinate all material, equipment and labor requirements.
- Review and approve all employee Time Sheets that relate to assigned project.
- Confer with client contact on a daily basis concerning scheduled tasks, issues and changes in scope or jobsite conditions.
- Turn in all receipts for items or materials purchased on company accounts or credit cards by yourself or by employees directed by you on a weekly basis with the proper cost codes.
- Studies specifications to plan procedures for construction on basis of starting and completion times and staffing requirements for each phase of construction.
- Assembles members of organization (supervisory, clerical and other workers) at start of project.
- Orders procurement of tools and materials to be delivered at specified times to conform to work schedules.
- Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.
- Confers with supervisory personnel and labor representatives to resolve complaints and grievances with work force.
- Confers with supervisory and engineering personnel and inspectors and suppliers of tools and materials to resolve construction problems and improve construction methods.
- Inspects work in progress to ensure that workmanship conforms to specifications and the adherence to construction schedules.
- Prepares/reviews reports on progress, materials used and costs, adjusts work schedules per reports.
- Prepares and maintains the project schedule for its duration.
- Special projects as required.



Job Description

DAILY CHECK LIST

- Subs contacted for coming nights / weeks work
- FCR into PM/Subs and logged
- RFI's out and logged
- Daily Progress Photos
- Update Wall Schedule
- Notes for night foreman
- Daily Log
- Site Safety/Cleanliness walk
- Check in and out with the store manager
- Review coming night's work

WEEKLY CHECK LIST

- Copy of day and night daily logs to office
- Weekly safety meeting to office
- Receipts to office
- Schedule updated and sent to subs
- Weekly job site meeting with subs. Discuss schedule for last week and next week. Important to hit target inspections and store case set dates.

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. While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear; taste and smell. The employee must regularly lift and/or move up to 50 lbs. and frequently lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

This does not represent all of the essential functions of this job. Harco Group Inc. reserves the right to add, delete or change a job description at any time.