



TITLE: Project Superintendent

JOB SUMMARY: Superintendent should be considered an expert in their craft and is responsible to manage the full scope of Wolf Construction Services projects. The Superintendent is the field point of contact to general contractors, provides tactical expertise to foremen and field personnel; represents Wolf Construction Services to our employees, customers and vendors in a manner that reflects well on the company.

REPORTING:

- Reports to: Chief Operating Officer and Director of Field Personnel
- Direct Reports: Foremen and Crew Leads
- Indirect Reports: Carpenters and Laborers

KEY PERFORMANCE INDICATORS:

- Job Profitability / Estimated Vs. Actual
- Estimated Manhours Vs. Actual Manhours
- Scope of work completed on projects
- Positive and harmonious working relationships within our team
- Harmonious working relationship with Project Managers

JOB COMPETENCIES:

- Production Management
- Planning / Scheduling
- Problem Solving / Decision Making
- Team Work
- Quality Assurance

DUTIES & RESPONSIBILITIES:

- Provides knowledge and expertise of the scope of work to operations team
- Provides leadership, management, and decision making to on-site Wolf employees and/or sub crews that directly impacts and influences overall project performance (Schedule, manhours, and budget)
- Participates in bid review, contract review, scope review, pre-project requirements and existing conditions for awarded projects
- Serves as contact for operations team members and customer's on-site personnel
- Ensure that foreman and operation team are tracking and completing punch lists and inspection reports using Procore software
- Works with Project Manager to gather signatures from GC's onsite supervision to complete change orders
- Works with Project Managers to update progress, complete pay apps, and account for change orders or deviations from original scope of work
- Provides information to foreman, carpenters, and subcontractors such as plans, specs, and scope
- Holds Wolf employees accountable to their performance requirements: being on time, staying productive, quality of work, team atmosphere, etc.
- Assists in training and teaching foreman, crew leads, and carpenters for necessary skills and responsibilities
- May manage multiple sites simultaneously (oversight of 2 or more foreman and/or sites at one time)
- Represents Wolf Construction at job-site meetings
- Participates in weekly Manpower meetings to allocate manpower and equipment
- Enforces (or helps Foreman enforce) jobsite safety guidelines as set up by Wolf Construction



- Enforces Wolf Construction policies and procedures to Foreman and crew-level employees
- Responsible for the care and treatment of Wolf Construction tools and equipment, including owned, rented, and RPO's
- At times, works with tool bags on, in performing scope of work and should be considered expert at their craft (trim, framing, siding, roofing, etc.)
- Serves as a competent person based on OSHA definitions

SKILLS & CERTIFICATIONS:

- Known leadership abilities
- Expert ability to read and understand blueprints, drawings, specifications, and layouts
- Effective communication skills – verbal and written
- Understands construction practices, including basic understanding of other related trades
- Ability to negotiate contracts with subcontractors, vendors, and customers
- Adept at using technology such as computers, smart phones, and tablets
- Adept at using software and apps including Procore, Gmail, and Microsoft Suite (Excel and Word)
- Ability to use hand tools such as hammer, cat's paw, pry bar, speed square, utility knife, and chalk line
- Ability to read tape measure to the nearest inch, half inch, quarter inch, and one-eighth inch marks (one-sixteenth and thirty-second inch marks for trim carpenters)
- Holds Forklift Operator Certification
- Holds valid Driver's License
- Ability to climb ladders, both extension and step
- Able to climb and inspect work from heights, such as scaffolding, forklifts equipped with baskets, and on multiple story buildings
- Holds OSHA 10 certification
- Holds HAZCOM Certification
- Holds Forklift Operator Certification
- Holds Aerial Boom Certification
- Holds Powder Actuated Certification
- Holds First Aid / CPR Certification
- Holds Blood Bourne Pathogen Certification

PRIVILEGES / AUTHORIZATIONS:

- Assigned company vehicle and fuel card (allocated for work use and reasonable amount of personal use)
- Company provided cell phone or reimbursement
- Office space (may be shared space) on an as-needed basis
- Designated computer (laptop or desktop) on an as-needed basis
- Access to tool and fastener cages
- Authorized to make purchases
- Authorized to schedule deliveries

WORKING CONDITIONS:

- 75% of time is spent working at job sites. Driving is required. Valid driver's license is required.
- Environmental /Sensory: The Superintendent must work outside in all different weather conditions including extreme cold and extreme heat. The Superintendent may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The Superintendent must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

**PHYSICAL:**

- Job is physically strenuous and demanding.
- Job requires bending, stretching and twisting.
- Job involves lifting, pulling, and managing heavy equipment and objects.
- Job requires ability to perform tasks on all areas and aspects of construction project.
- Job requires ability to climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet.
- Job requires ability to work with tools, lumber, and materials.
- Job requires ability to lift and manipulate objects of up to 80 lbs. for 50 feet is required.

HAZARDS:

- Normal hazards associated with construction environment.

COMPENSATION:

- Salary (commensurate with experience)
- Paid Time Off program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Management Rate
- Dental Insurance, Vision Insurance – Payroll Deduct
- Life Insurance – base policy w/ option to payroll deduct additional amounts

I understand and accept the components of the job description listed above as my primary role at Wolf Construction Services Inc. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date