



**TITLE:** Project Superintendent

**JOB SUMMARY:** Superintendent is the field extension of the Project Management staff and assists in managing the full scope of Wolf Construction projects. The Superintendent is the field point of contact to general contractors, provides tactical expertise to foremen and field personnel; represents Wolf Construction to its employees, customers and vendors in a manner that reflects well on the company.

**REPORTING:**

- Reports to: Project Manager and General Manager
- Direct Reports: Foremen and Crew Leads
- Indirect Reports: Carpenters and Laborers

**KEY RESPONSIBILITIES:**

- Understands scope of work
- Provides knowledge and expertise of the scope of work to field labor
- Serves as contact for GC on-site personnel
- Provides leadership, management, and decision making to on-site Wolf employees and/or sub crews that directly impacts and influences overall project performance (Schedule, man hours, and budget) Coordinates work activities with the GC's field staff and other trades
- Works with Project Manager to complete change orders and gather signatures from GC's onsite supervision
- 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
- Actively works with tool bags on, in performing scope of work and should be considered competent at his craft (trim, framing, siding, roofing, etc.)
- Performs or helps perform job starts including but not limited to: layout, snapping lines, and generating a project game plan
- Holds Wolf Employees accountable to their performance requirements (being on time, staying busy, quality of work, team atmosphere, etc.)
- May manage multiple sites simultaneously (oversight of 2 foreman and/or sites at one time)
- Represents Wolf Construction at job-site meetings
- Work with leadership or divisions of Wolf to allocate manpower and equipment
- Provides leadership to foremen, up and coming employees, and help train the next leaders
- Serves as a competent person based on OSHA definitions
- 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
- Provides basic service, fluid checks, fueling, and daily checks of forklifts
- Responsible for the care and treatment of Wolf Construction tools and equipment



**KEY SKILLS:**

- Holds Forklift Operator Certification
- 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
- Able to read and understand blueprints, drawings, specifications and layouts
- 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)
- Effective communication skills – verbal and written

**FRAMING**

- Ability to square up, layout, and detail a building for crews to build on
- Ability to proficiently use framing nail gun, worm-drive saw, reciprocating saw (sawzall), and hammer drill.
- Ability to proficiently install a window
- Ability to locate and proficiently install a hold down
- Ability to layout and install stair stringers and landings

**TRIM**

- Ability to proficiently use trim nail gun, miter saw, jig saw, belt and orbital sanders, hammer drill, router, and table saw
- Ability to install base trim and casing trim
- Ability to install hardware
- Ability to install interior doors (pre-hung, bi-folds, and bypass)
- Ability to layout and install cabinetry

**PRIVILEGES / AUTHORIZATIONS:**

- Provided monthly vehicle allowance
- Provided monthly cell phone allowance
- Office space (may be shared space) on an as-needed basis
- Designated computer (laptop or desktop) on an as-needed basis
- Needs approval to take tools from tool cage
- Authorized to make purchases with pre-approval from Supervisor
- Authorized to schedule deliveries



**WORKING CONDITIONS:**

- 95% of time is spent working at job sites. Some 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 (negotiated)
- PTO (per years of service)
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Non-management Rate
- Dental 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. 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