



1310 WEST JEWELL AVENUE
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 WWW.SUPERIORDEMO.COM



CITY & COUNTY OF DENVER M/WBE/SBE/DBE CERTIFIED

**Job Description:
 SUPERINTENDENT**

Superintendent is a non-exempt position that reports directly to the Operations Manager. The primary responsibilities of the Superintendent are to Manage Demolition Projects and the personnel that work on those projects to meet the mission of Superior Contractors, Inc. The Superintendent will have the responsibility of presenting himself in a professional manner that enhances the reputation of the Company, and is obligated to uphold this standard among subordinates.

Qualifications:

Superintendents are expected to meet all standards of performance of field personnel in attendance, safety, and performance. Additionally, Superintendents will be able to demonstrate

- Knowledge of accepted demolition means & methods
- Ability to read and interpret blue prints
- Proper application and use of tools and equipment included in SCI training matrix with minimal exceptions.

Duties:

ADMINISTRATIVE

To keep projects safe, staffed, supplied, on schedule, and on budget, Superintendents will appropriately and accurately complete and submit paperwork such as

- | | |
|-------------------------------|----------------------|
| • Daily Work Reports | • Incident Reports |
| • Tool Box Safety Meetings | • Safety Violations |
| • Timesheets | • Employee write-ups |
| • Damaged & Lost Tool Reports | • Receipts |
| • Change Order carbons. | |

JOB SITE MANAGEMENT

A Superintendent’s main responsibility is to manage a team to produce safe, quality workmanship that satisfies budget and schedule. Superintendents should demonstrate knowledge of project-wide conditions, schedule, required means & methods. To meet these objectives, Superintendents will

Be Prepared

- Understand site-specific blueprints, scope, exclusions, schedule, budget;
- Communicate appropriate tool, equipment, vehicle needs to Shop;
- Order/confirm initial rental equipment, dumpster, subcontractors.

Communicate

- Establish rapport with General Contractor/customer and maintain communication regarding scope, exclusions, salvage, schedule;

Initial_____

Date_____



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- Request extraordinary needs for equipment, safety, manpower, etc. with Operations Manager;
 - Motivate your crew by communicating through team huddles: set goals and monitor accomplishments, address safety, emphasize standards and expectations.
- Meet Safety, Budget, Schedule, and Quality standards
- Manage jobsite-related safety
 - Act as competent person on job sites modeling safe practices;
 - Enforce safety standards compliant with OSHA, SCI, and site-specific safety standards;
 - Maintain clean and orderly jobsite;
 - Conduct, document, and submit site safety meetings to confirm your crew safety knowledge and compliance;
 - Manage manpower efficiently
 - Demonstrate knowledge of accurate staffing practices;
 - Demonstrate knowledge of crew abilities, and evaluate appropriately;
 - Direct crew progress & production, implement breaks/lunch;
 - Utilize temporary labor efficiently.
 - Manage equipment efficiently
 - Schedule work to make efficient use of SCI and rental equipment;
 - Monitor proper use of equipment to avoid damages;
 - Return tools and equipment reliably, and communicate maintenance/repair needs to shop promptly;
 - Call off rental equipment promptly;
 - Fill dumpsters and call for swaps efficiently;
 - Recycle all recyclable materials.
 - Manage job progress
 - Track and document scope completion using plans, scope, and DWRs;
 - Plan work according to standard demolition procedures, customer requests, and job-specific conditions;
 - Identify additional work, communicate to Operations Manager and document as directed;
 - Meet production/schedule goals and troubleshoot means & methods as needed.
 - Produce quality workmanship
 - Actively oversee crew to complete work accurately and completely, preventing damages;
 - Coach, train, and assist crew to always use proper methods, proper tools ;
 - Develop a superior crew through formal training by contributing to safety and training events, documenting performance, contributing to evaluations;
 - Ensure customer satisfaction and leave jobsites clean, orderly, complete.

Initial _____

Date _____