



PROJECT SUPERINTENDENT
SEPTEMBER 2021

REPORTS TO: DIRECTOR OF FIELD OPERATIONS

ACCOUNTABILITY EXPECTATIONS:

- Lead and manage all on-site construction aspects of your assigned projects. Be 100% responsible and accountable for the projects you lead.
- Be a problem solver. Provide recommendations and options to help resolve project-specific challenges.
- Ensure proper stewardship of and accountability for overall safety of the project.

LEADERSHIP EXPECTATIONS:

- Develop and maintain a visible and positive leadership role with our customers, vendors and within DBS Group.
- Lead and motivate each respective project team, including on-site vendors, to work together to exceed customer expectations.
- Think beyond day-to-day on-site construction realities and nurture the customer relationship for future growth.
- Interact and collaborate with other DBS Group disciplines to establish best practice processes.

JOB RESPONSIBILITIES:

- Collaborate with the internal team, and external consultants, in the promotion and elevation of the DBS Group brand and reputation.
- Take an active role in the DBS Group Lead Generation Program.
- Participate in customer presentations, on an as-requested basis.
- Serve as a consultant to the Design Department, offering constructability and cost containment advice.
- Serve as a consultant to the Pre-Construction Department, offering means & methods, constructability, productivity, phasing and schedule advice.
- Participate in design quality control reviews for your assigned projects.
- Participate in vendor qualification on an as-requested basis.
- Develop a thorough knowledge of the project budget, subcontractor agreements and purchase order agreements for assigned projects.
- Assist the Project Manager in developing an overall project schedule for assigned projects – plan the Work, and Work the plan.
- Generate detailed 3-week look-ahead schedules, and distribute to the project team on a weekly basis.
- Co-chair, with the Project Manager, on-site preconstruction and/or project kickoff meetings with vendors.



- Co-chair, with the Project Manager, weekly jobsite vendor coordination meetings.
- Coordinate, direct, and monitor the on-site vendor activities.
- Collaborate with the design team during the construction phase to respond to vendor RFI's in a timely manner.
- Request, receive and organize required vendor safety documentation, as well as monitor and enforce safe on-site work practices.
- Coordinate all on-site inspections, including final inspections, with the applicable Authorities Having Jurisdiction (AHJ's).
- Coordinate all quality control testing per the project requirements.
- Generate and distribute Daily Work Reports for assigned projects.
- Ensure that vendors utilize current Construction Documents for use on site.
- Inspect work in progress to ensure that quality meets/exceeds the project requirements, and coordinate rework as required.
- Maintain on-site as-built documents, and provide to the design team upon substantial completion for as-built documentation.
- Monitor and document all Field Directive changes, and provide to the Project Manager to facilitate required change order documentation.
- Review project financials with the Project Manager on a monthly basis for assigned projects.
- Facilitate the timely completion of the punch list, as well as required commissioning, and assist in obtaining Owner confirmation of final completion.
- Verify the level of customer satisfaction of our operations group as judged by our customers.

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

Experience requirements included: 10 years construction experience with a minimum of 5 years supervising construction projects, including experience supervising construction projects in excess of \$3 million. Excellent organizational skills and effective verbal and written communication skills essential.

TRAVEL:

Travel to project locations is required. Most projects are located within the Upper Midwest, but there are times when the travel distance to project locations is extended to outside of the Upper Midwest. The normal travel schedule for jobsites requiring long-distance vehicle travel and/or air travel to/from the jobsite is for the field staff to return home every other weekend for a 3-day weekend. Field staff is responsible to develop a strategy for jobsite supervision coverage for planned absences from the jobsite.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee, with or without reasonable expectations, to successfully perform the essential functions of this position. While performing duties of this position the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes and/or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be exposure to toxic or caustic chemicals, risk of electrical shock, risk of vibration and high noise levels.



The Project Superintendent is regularly required to:

- Walk, climb stairs, sit and stand.
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Reach with hands and arms.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 LBS.