

JOB DESCRIPTION

TITLE: Project Superintendent – Civil Division -- **TRAVEL REQUIRED**

REPORTS TO: General Superintendent – Civil Division

Summary:

Serves as the on-site supervisor and manager for civil construction projects.

Key Responsibilities:

- Directs the activities of workers engaged in the activities of the Civil Division on jobsites.
- Studies project plans and specifications to determine resources needed to complete the work. Establishes and acquires equipment, tools and materials as appropriate.
- Onboards and manages crew members for work.
- Plans daily staffing requirements to meet schedules, including workers, subcontractors and material suppliers.
- Engages and directs the work of subcontractors assisting in the work of the civil crew.
- Inspects work in progress to ensure that work conforms to specifications and that construction schedules are adhered to.
- Prepares daily progress reports, time records, and other project-related paperwork.
- Communicates pertinent information to project leaders in a timely manner.
- Is responsible for managing the on-site safety program for the civil division on projects.
- Operates heavy equipment such as dozers, graders, rollers and excavators as needed to complete work and meet schedule.
- *May perform routine maintenance on equipment.

Skills, Knowledge and Abilities:

- Excellent verbal and written communication skills with an emphasis on customer service and marketing of the Company.
- Ability to negotiate and mediate issues with a variety of personalities representing a diverse group of individuals and businesses associated with the construction industry.
- Exceptional problem-solving and decision-making abilities.
- Knowledge of safety codes, rules and regulations pertaining to site work.
- Knowledge of employment law sufficient to supervise a crew of workers and to apply company policies.
- Ability to maintain good attendance and work long hours during some project phases.

Ability to travel to distant construction sites, which may include temporary relocation while supervising projects.

- Valid Washington State Driver's License and good driving record.

Education and Experience:

- Required minimum of 10 yrs. experience in civil work; 5 yrs. in a leadership role.
- Additional training such as courses in first aid/CPR, confined space, CESCL, trenching and shoring is desirable.

Physical Requirements:

May operate hand and power tools as well as heavy equipment, which requires fine finger dexterity, repetitive hand, arm and leg movements. Occasionally lifts up to 50 pounds. Requires bending, stooping, twisting, crawling, climbing stairs, planks and ladders to review work in progress. Walking job sites up to 8 hours per day on uneven, rough terrain.

Working Conditions:

Work is performed on a construction jobsite which may or may not include an office trailer. Work is performed in inclement weather and in the presence of dust, dirt, wind and heat. Personal Protective Equipment (PPE) is required.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

Updated: 11/18/2020