



Fisher Construction Group, Inc.  
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## JOB DESCRIPTION

**TITLE:** Project Superintendent

**REPORTS TO:** Vice President of Operations

***Summary:***

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

***Essential Functions:***

- Directs the activities of workers engaged in the construction of building or other construction projects.
- Studies project plans and specifications to plan procedures for construction. Plans starting and completion times and staffing requirements for each phase of construction. Schedules workers, subcontractors and material suppliers.
- Confers with and directs subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction.
- Orders and assembles tools and materials necessary to complete each phase of the project. Confers with suppliers of tools and materials to resolve construction problems and improve construction methods.
- Inspects work in progress to ensure that work conforms to specifications and that construction schedules are adhered to.
- Prepares daily progress reports, purchase orders for materials, time records, and other project-related paperwork.
- Participates in meetings with Project Manager, owner, subcontractors, and architects to plan and monitor projects.
- Is responsible for managing the on-site safety program for each project.

***Peripheral Functions:***

May occasionally perform carpentry tasks if necessary to complete work.

***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.
- Ability to exercise tact, diplomacy and discretion in business dealings and with staff.
- Exceptional problem-solving and decision-making abilities.
- Thorough knowledge of the materials, tools and equipment used in the commercial and industrial construction industry. Knowledge of commercial and industrial building and safety codes, rules and regulations.
- Ability to maintain a good attendance record. Ability to work long hours during some phases of projects.
- Ability to travel to distant construction sites, which may include temporary relocation while supervising projects.

- Ability to demonstrate construction skills at the journeyman level.
- Valid Washington State Driver's License and good driving record.

**Education and Experience:**

- A high school diploma or GED is required. Additional college experience is desired, along with trade-specific courses and classes, such as those provided by the Superintendent Training Program sponsored by the Associated General Contractors.
- Experience supervising and managing commercial and industrial projects is required. Tenure of at least 5 years in a responsible supervisory position is required.

**Physical Requirements:**

- Operates hand and power tools up to 8 hours per day, which requires fine finger dexterity, repetitive hand, arm and leg movements.
- Frequently lifts up to 50 pounds and repeatedly lifts up to 25 pounds.
- Requires constant bending, stooping, twisting, crawling, climbing stairs, planks and ladders.
- 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. Special clothing and footwear is required, as well as the use of hardhat and protective eyewear.

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*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.*

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