

Superintendent/Quality Control Manager/SSHO	
Approved Date:	
Job Code:	FLSA :

JOB SUMMARY

Under general supervision of the Project Manager, this position is responsible for all quality control of projects including but not limited to: submittals, implementing three-phases of control, product and material testing, daily reporting to client, and remedy any deficiencies. Job duties also entail enforcement of the approved Accident Prevention Plan, EM385-1-1 and any and all hazards and safety issues at the project site. Must be familiar with all applicable laws and regulations.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Ensures assigned construction operations and subcontractors performance are in compliance with specification within schedules and budgets.

Performs general functions inherent in all supervisory field positions. Receives technical and operational supervision from assigned site managers, project managers, or other designated supervisors. Supervises and directs subordinate personnel and craftsmen in construction and remediation activities. Performs personnel evaluations on subordinate personnel.

Ensures project safety and quality assurance within the areas of assigned responsibility. Responsible for construction operations within assigned discipline or area. Determines manpower requirements. Coordinates established area operational plans. Schedules work to be performed and reviews work accomplished by each craft or discipline.

Implements and enforces policies, procedures, and related work rules as established by the company and responsible supervision for the work. Prepares schedules, construction methods, and procedures.

Prepares reports and forecasts, including summary of progress, job manpower forecasts, and expenditure forecast. Assists Site Managers and Project Managers in the preparation of construction methods, schedules, manning charts, material, and equipment requirements. Supervises and directs subordinate non-manual personnel as assigned. Coordinates activities with other disciplines or areas, and client's representatives as instructed by project or site management.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Basic Microsoft Office knowledge (Outlook, Word, Power Point & Excel)
- Skill in verbal and written communication
- Skill in organizing work
- Skill to complete assigned tasks in a timely manner
- Skill in preparing a three week look ahead schedule
- Prefer operating skills in heavy equipment

- Familiar with managing a concrete and civil crews

MINIMUM QUALIFICATIONS

Ten (10) years of experience as a Superintendent in the construction industry.

MINIMUM EDUCATION QUALIFICATION

A high school diploma or equivalent; CQM for Contractors Certification provided by USACE, and 30 hours OSHA Construction Certification.

PREFERRED EXPERIENCE QUALIFICATION

Two (2) years of Quality Control Management, five (5) years of SSHO experience.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 40 pounds.

SALARY RANGE (COMENSURATE WITH EXPERIENCE)

\$70,000 - \$80,000 ANNUALLY