



## **Position Title: Site Superintendent – Multi Family Focused – 12-month contract Bowling Green, KY**

### **SUMMARY:**

The Site Superintendent will be responsible for planning and organizing field construction activities for a project, ensuring it is finished safely, in a quality manner, on schedule and within budget, while developing and maintaining a positive company reputation with the client and community. This position will report to the Sr. Vice President, Operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### DESIGN / PRECONSTRUCTION / PLANNING

- Coordinate with the Project Manager and the Sr. Vice President, Operations to understand the obligations of Lauth as they pertain to the design, schedule and other construction related issues
- Study contract drawings, shop drawings, specifications, and quality assurance programs to fully understand design criteria for construction purposes
- Review plans, specifications and specifically the details for constructability issues and quality of finish work product
- Lead site review and the development of site logistics plan and general working approach to the project
- Prepare monthly project report in conjunction with the Project Manager to review critical issues, schedule status, and progress to date

#### CONSTRUCTION EXECUTION

- Secure and maintain all permitting requirements and inspections for the on-site construction
- Within the site logistics plan, designate an area for field office, storage facilities, staging/lay-down areas, temporary utilities, crane placements and boom swings, temporary fencing, temporary construction parking, barricades, etc.
- Obtain and/or set up adequate jobsite offices and/or trailers with all necessary office equipment, safety equipment, State and Federal related posting, including OSHA 300 logs, and other related items
- Plan and control for onsite manpower and material flow, storage and protection
- Communicate frequently with the project manager. Communication should minimally include daily site conditions, productivity, schedule, and safety related activities
- Consistently provide daily jobsite pictures within Procore
- Prepare and submit daily reports in Procore concerning issues on the site such as number of employees working on site, area where they are working, weather conditions, material delivery, and potential problems
- Receive and verify shipping documentation of all material deliveries. All deliveries should be logged into Procore
- Keep accurate records of labor and services expended by Lauth for all items not specifically included in the subcontractor's scope of work, (i.e., items such as dumpsters, temporary sanitary services, temporary labor, and rental equipment
- Plan, direct, and control subcontractors work forces to ensure that the overall project schedule is not being compromised
- Discern problems and collaborate with Project Team to resolve them in a timely and efficient manner
- Document change of conditions such as inclement weather, soil conditions, material backlog or any other items that could be detrimental to the project schedule

#### CONSTRUCTION CONTROL AND DELIVERY

- Conduct weekly project meetings with an agenda to minimally include:
  - Project safety
  - Coordination of subcontractor's materials
  - Means and methods of construction
  - Productivity
  - Schedule review addressing all phases of construction and related work items related to the construction process



- Document change of conditions as they occur during the project. Document delays and extension of time. Carefully document causes of delay.
- Represent Lauth at jobsite and Client meetings
- Ensure by the time the project is completed and before it is turned over to the Client that the following work items/activities have been completed:
  - Certificate of Occupancy has been obtained
  - All construction problems / issues have been resolved or satisfied
  - Demobilization of all tools and equipment has been completed and/or scheduled to be completed
  - All jobsite records are turned into the office for proper storage
- All items / issues generated by the punch list have been completed and signed off by the Client's responsible representative within (30) days of facility turnover.
- Items that arise that may require additional costs should be reviewed with the project team, including but not limited to the Project Manager and Sr. Vice President, Operations.
- Conduct Post Project Critique on project after completion with Project Team.

#### SAFETY

- Monitor, enforce, and maintain job safety for construction project.
- Ensure crew is informed of, and uses, safety equipment required by OSHA regulations.
- Monitor subcontractors to ensure no one is allowed onsite without a signed contract, insurance, and a safety plan.
- Conduct regular jobsite safety meetings and maintain proper records and reports.
- Ensure proper signage is installed and at the appropriate locations.

#### QUALITY ASSURANCE

- Make onsite inspections of the project daily to ensure that the work in progress is being constructed to the Company's standards.
- Ensure construction of the project conforms to plans and specifications, and project meets or exceeds the Client's expectations.
- Meet with Project Manager to formulate and complete a "Work Completion" list to Lauth's standards prior to turn client's walk-through.
- Help secure all close out documents from subcontractors and suppliers within a 30-day period.

#### PHYSICAL DEMANDS

- This position requires work at a construction site where duties will be performed both indoors and outdoors.
- Overtime may be required to meet the project deadlines.
- Dexterity of hands and fingers to operate a computer keyboard, mouse and other business machines.
- While performing the duties of this role, the Superintendent is regularly walking and/or climbing on elevated structures, including but not limited to stairs, roofs, penthouses, catwalks, mezzanines, etc.

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree required
- Advanced Degree a plus
- 8 years of experience in construction and personnel management
- Leadership and communication skills
- Strong computer and analytical skills
- Procore project management software skills desirable
- Results oriented and solution focused – problem solving skills in lieu of problem reporting
- High degree of accountability
- High degree of professionalism/ability to interact with diverse groups to achieve results
- Ability to multitask, prioritize, and meet changing deadlines
- Proven record of successful negotiating skills
- Effective interpersonal, verbal and written communication skills