



JAMERSON-LEWIS

CONSTRUCTION

DREAM. PLAN. BUILD.

Job Title: Superintendent

Department: Construction

Summary: The purpose of this job description is to establish and define reporting relationships; requirements; authorities; responsibilities; duties; and accountability thereof for the position of Superintendent of Jamerson-Lewis Construction., Inc.

A Superintendent is generally described as an onsite manager responsible for safely executing work within the budget, time, and quality assurance constraints of projects.

Reporting Relationships:

Superintendents report to the Vice President-Construction in general; the Project Managers of their respective projects; to the Secretary/Controller regarding financial matters; and the Safety Director regarding risk management, safety, and protection of persons in the field.

Jobsite employees, jobsite subcontractors, and jobsite suppliers report to the Superintendent.

Requirements:

Education:

- **Required: High School Diploma; Continuing Education Emphasizing Current Trends in the Industry; Safety Training as deemed by the Safety Director**
- Preferred: Undergraduate Degree in Related Field of Management

Licensing/Registration/Certification

- **Required: Valid Virginia Drivers License; OSHA 10-Hour; First Aid & CPR training; DCR-Responsible Land Disturber**
- Preferred: LEED Accreditation; Other Market Sensitive Certifications

Experience

- **Required: 5-Years Assisting in the Field of Construction Superintendence**
- Preferred: 5-Years in the Field of Construction Superintendence



Skills, Knowledge, & Abilities

- Generally Required: Organization of activities to accomplish company and project objectives, policies, and plans; understanding, supporting, and explaining objectives, policies, and procedures to subordinates; maintaining a closely-coordinated productive group of workmen by communicating objectives, policies, and procedures effectively; delegating authority and responsibility properly; maintaining morale of employees by uniformly applying discipline, setting a high standard of conduct and productivity, encouraging other employees, maintaining a daily routine, and taking a personal interest in subordinates; good housekeeping and personal appearance; maintaining neat, complete, and understandable records.
- Specifically Required: Risk assessment & prevention; basic electronic scheduling; basic cost accounting; comprehension & application of constraints of technical documents; basic cost estimating; electronic messaging; basic word processing; basic spreadsheet preparation; basic data entry; preparation of basic sketched illustrations to communicate assembly concepts; and portable document formatting and compilation.
- Preferred: Advanced levels of the above

Physical Requirements: Proficient natural or corrected vision; speaking; writing; typing; sitting; standing; walking; climbing; extended working hours; ability to lift a minimum of 50 pounds;

Mental Requirements: Proficient mathematical functions & analysis; proficient written & oral communication in the English language; proficient ability to visualize 3-dimensional objects from 2-dimensional references.

Working Conditions: Typical jobsite construction environment with constant exposure to hot and cold; high and low; wet and dry; & clean and unclean field conditions.

Authorities and Responsibilities:

Authority: Employ proper safety measures; accelerate or suspend the progression of work to secure persons and projects from threats of injury, casualty, or property loss; erection of temporary barriers and enclosures to secure projects from threats of injury, casualty, and property loss including fire, theft, and vandalism; engage Jamerson-Lewis employees and equipment based on values established by the general estimate; purchase goods and services for non-committed minor scopes of work based on values established by the general estimate; reprimand and dismiss noncompliant employees, subcontractors, and suppliers; reject noncompliant goods and/or services encompassed by the work; & resolve disputes.

Responsibility: Safely executing work within the budget, period, and quality assurance constraints of projects.



Duties:

General

- organizing activities to accomplish company and project objectives, policies, and plans;
- understanding, supporting, and explaining objectives, policies, and procedures to subordinates;
- maintaining a closely-coordinated productive group of workmen by communicating objectives, policies, and procedures effectively;
- delegating authority and responsibility properly;
- maintaining morale of employees by uniformly applying discipline, setting a high standard of conduct and productivity, encouraging other employees, maintaining a daily routine, and taking a personal interest in subordinates;
- perpetuating good housekeeping and personal appearance;
- maintaining neat, complete, and understandable records.

Safety & Risk Management

- assuring the project remains in compliance with all governmental or project specific utility protection provisions;
- assuring the project remains in compliance with prevailing environmental requirements;
- managing & upholding life safety in execution & progression of the work;
- securing projects from threats of injury, casualty, and property loss including climate, fire, theft, and vandalism;
- making jobsite workmen, visitors, Project Managers, and Safety Directors aware of unsafe conditions;
- making Project Managers, Safety Director, Owners and Project Designers aware of unsafe design conditions;
- summoning fire and Emergency Medical Services during emergencies;
- administering first aid and CPR in the absence of Emergency Medical Services;

Scheduling:

- assisting Project Manager in preparation and updating of critical path method schedules reflective of Specification titles and Schedules of Values; being updated at monthly intervals, or more frequent as required;
- achieving scheduling goals required by the work;
- providing initial Notices of Claim to Project Managers for time extensions pursuant to the Contract Documents;
- communicating scheduling & timing of events to Project Managers, Owner, Architect, Engineers, Subcontractors, Suppliers; and Jamerson-Lewis employees



Financial:

- assisting Project Manager & Controller in preparation of work billings;
- approving and coding invoices from material & equipment suppliers, uniquely diverse to the work performed;
- approving and coding worked employee hours for Jamerson-Lewis field employees, uniquely diverse to the work performed;
- maintaining an uncontaminated monthly project financial summary with respect to non-committed costs;
- assisting in the documentation, preparation, and administration of Change Order Estimates;
- documenting costs associated with the remediation of work caused by negligent or non-conforming subcontractors and suppliers;
- preventing wasteful material and equipment consumptions;
- preventing erosion of overhead & profit margins from over-spending;

Quality Assurance

- fulfilling the intent of the work;
- erecting and maintaining flawless project signs;
- maintaining company tools and equipment to maximize their useful life;
- administering effective meetings;
- shielding the project from inaccuracy, nonconformance, and neglect;
- administering the necessary permits from Authorities-Having-Jurisdiction;
- administering testing & inspecting requirements;
- following logs of the submittal process;
- assisting in the administration, acceptance, & processing of submittals;
- integrating supplemental instructions from Architects & Engineers;
- resolving disputes between contract documents;
- administering the Quality Assurance Program;
- generating final inspection punchlists and accomplishing the completion thereof;
- administering demonstration and training relative to closeout procedures;
- obtaining Certificates of Occupancy for Substantial Completion from Authorities-Having-Jurisdiction;
- terminating permits obtained from Authorities-Having-Jurisdiction;

Measures of Performance: Performance will be measured in accordance with the manner of excellence to which the above requirements, authorities, responsibilities, & duties are fulfilled.



Acknowledgement

I have reviewed and understand the above job description, believe it to be accurate and complete, I will judicially apply each authority and responsibility, and successfully fulfill each duty and task. I also agree that Jamerson-Lewis Construction., Inc. retains the right to change this description at any time.

_____ Date: _____

(Employee Name), Superintendent, Jamerson-Lewis Construction, Inc.

_____ Date: _____

Kevin Hooper, Vice President, Jamerson-Lewis Construction, Inc.

