



*Setting the Standard in Site-Cast Construction*

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## JOB DESCRIPTION SUPERINTENDENT

Revised 7/10/13

The description below covers the principal duties and responsibilities of the job of Superintendent. The description is intended to be general in nature and is not to be construed as a complete listing of all miscellaneous, incidental or similar duties, which may be required from day to day.

- Lifting and carrying up to 100 pounds on a regular basis (i.e. forms, rebar, wood, etc.)
- Pushing and pulling up to 200 pounds
- Working with heights (scaffolds, ladders, powered lifts, etc.)
- Prolonged standing, squatting, walking, bending, and repetitive motions
- Operating all power and hand tools safely
- Working in all outside weather conditions (hot, cold, rain, snow, wind)
- Reading drawings and building to layout
- Layout using total station, transits, builder's levels, chalk lines
- Operating equipment, such as uni-loader, compactor, air compressor, forklift, trucks, hoists.
- Pull trailers using company or personal trucks
- Supervising and training all other members of the crew
- Periodic performance evaluations on crewmembers
- Maintain project schedules
- Serve as the on site representative for Panel Masters, Inc.
- Coordinate progress of Panel Masters work with general contractor superintendents
- Maintain quality control and professional appearance of jobsite
- Following instructions
- Other essential functions of the job include the ability to think clearly, concentrate on a task, communicate clearly with co-workers, read and understand written material, and learn new things.

## QUALIFICATIONS AND OTHER REQUIREMENTS

- Must be fluent in English.
- Must communicate effectively with Spanish-speaking employees.
- Must have supervisory experience.
- Must have a valid driver's license and a good driving record.
- Must be experienced in all phases of Panel Masters' normal work scope.
- Must maintain high standards of personal appearance and dress to represent Panel Masters in a professional manner.

MINIMUM TOOLS REQUIRED OF ALL SUPERINTENDENTS

- Straight claw smooth faced hammer, nail bars, 25' tape measure (min.), 100' tape measure, chalk line, side cutting pliers, framing square, tri-square, hand level (2' min.), screwdrivers, utility knife, Margin trowel, Mag float, plumb bob, tool bags

**Failure to come to work every day with these tools, will result in disciplinary action up to and including termination.**

Workday is typically established by individual project requirements. Some extra time may be required. Superintendents are expected to attend management meetings at the office, as necessary. Make - up days may be required when weather prevents working on regularly scheduled days. Position is paid on a salary basis, with no extra pay for overtime.

EXTRA BENEFITS

- 2 weeks annual paid vacation. 3 weeks after 5 years. Paid vacation may not be taken prior to 12 months of continuous employment.
- Company credit card for business fuel purchases and incidental materials.
- Company cell phone or reimbursement for the use of your personal cell phone.
- Bonus program based on job performance and project profitability.

Signature \_\_\_\_\_ Date \_\_\_\_\_