

## JOB DESCRIPTION | SUPERINTENDENT

### Job summary:

This position is responsible for the construction of assigned project(s) from inception through to completion. Reporting to the general superintendent, the superintendent works closely with the project manager through the project life cycle.

### Key responsibilities:

- Manage and direct all activities on site; coordinate activities of subcontractors and Owner contractors where applicable
- Manage project schedule, cost, and quality to ensure the successful execution of assigned project(s)
- Promote and monitor occupational health and safety culture within the organization
- Manage own career development, provide mentorship to junior project staff (e.g. Foremen)
- Communicate with clients regularly and monitor client satisfaction; escalate client concerns when unable to resolve directly
- Communicate with key subcontractors as required to ensure performance and manage commercial matters

### Key results areas:

- Project profitability
- Health & safety record
- Client satisfaction
- Quality compliance

### General duties by function:

#### Business Development

- Promote Farmer brand at all times; be an ambassador for the company at and outside of work
- Where possible, participate in industry events; make and maintain external client and subcontractor networks
- Assist the estimating team in the project planning process
- Assist with proposal preparation and responses to RFP/RFQ calls

#### Estimating

- Assist the estimating team with operational support as required in preparation of estimates  
Assist in the review of estimates prior to submission of quotations or bids
- Work with the estimator in the handover of successful bid packages
  - Obtain a comprehensive understanding of the project plan as estimated
  - Seek opportunities to optimize, but seek approval for significant departure from estimate approach

#### Health, Safety, & Environment

- Assist with the preparation of the project Health, Safety, and Environmental Plan

- Acts in accordance with Health and Safety Manual and Injury Management Program.
- Acts in accordance with WorkSafe BC Act & Regulations
- Plan for and oversee controls for major OHS and environmental risks (fall protection, confined space, hazardous material, contamination, etc.)
- Perform regular jobsite safety inspections
- Lead incident investigations
- Obtain the appropriate review and approval of all temporary works engineering

#### Project Execution - General

- Liaise with client and their representatives (e.g. designers, managers) regularly
- Attend project meetings and prepare/issue meeting minutes; chair subcontractor and JHSC meetings

#### Schedule

- Assist the Project Manager with the preparation of the project CPM schedule in collaboration with input from Subcontractors
- Manage progress on site to meet CPM schedule
- Assist the PM with updating CPM schedule on a regular (min. monthly) basis
- Prepare 3-week schedules on site with subcontractors to manage day-to-day activities and meet the project CPM schedule milestones

#### Engineering

- Identify and obtain construction engineering for temporary works
- Inspect and document compliance with all engineered requirements for temporary works

#### Quality

- Manage quality control and/or assurance as work progresses
- Ensure inspections are performed and documented as required (specified requirements, designer requirements, AHJ requirements)
- Maintain records of all concrete pours (inspection, testing, delivery) and monitor compliance with requirements (e.g. strength gain)
- Manage commissioning and project close-out as work progresses

#### Commercial

- Assist the project managers in resolution of commercial issues with clients and subcontractors
- Identify changes in the work and coordinate with the project manager for notification and/or quotation to the client
- Assist with preparation of Extra Work Quotations

#### Finance & Administration

- Procure, verify receipt of, and approve payment for jobsite materials
- Assist the project managers in the preparation of project financial reports
  - Review labour reports and manage workforce to meet or exceed productivity targets
- Assist project manager with project reporting
- Assist with the preparation of monthly progress billings



## Education & Experience Requirements:

- 5+ years of construction and supervision experience, mandatory
- Journeyperson certification, an asset
- Red Seal or Gold Seal Certification accreditation, an asset

## Qualifications

- Knowledge of contracting, negotiating, and change management;
- Effective attention to detail and a high degree of accuracy;
- High level of integrity, confidentiality, and accountability;
- Strong work ethic and positive team attitude;
- Sound analytical thinking, planning, prioritization, and execution skills;
- Demonstrated competence in the areas of safety, people management, project execution, cost control, quality and administration
- Sound knowledge of construction and building techniques and ability to read and interpret contract drawings and specifications
- Proactive problem-solver that can manage difficult situations with positive results
- Good computer skills - MS Office