



SUPERINTENDENT JOB DESCRIPTION

The goal of Porter Construction, Inc. is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest. The Superintendent role and responsibilities are one of the most important activities in our operations.

DUTIES: The Superintendent's principle duty is to properly organize work, schedule the crews, equipment and subcontractors to work in unity with each other, and to achieve maximum production in the most efficient manner that maximum profits are attained. The Superintendent is directly responsible for the proper discharge of his/her duties. He/she may delegate portions of his/her authority to other qualified personnel, but not the responsibilities of the duties. Specifically:

1. Maintain a high degree of integrity, loyalty and honesty; not divulge to outside parties information of a confidential nature pertaining to the company's operations.
2. Ascertain that foreman are well qualified and are efficiently carrying out assigned duties.
3. Properly layout a project, including but not limited to material, equipment and job box logistics, job office, subcontractor site logistics, and job sequencing. Work in conjunction with Project Manager.
4. Review the job schedule and cost breakdown, resolving all differences of opinion with Project Manager at the beginning of the job.
5. Set up the job office and equipment trailers and see that permits, labor notices, safety rules and regulations, and E.E.O.C. material are posted in a conspicuous place. Set up sanitary and water coolers are in strategic locations.
6. See that the safety regulations are followed by company and subcontractor crews. Address all safety violations immediately for correction. Ensure Safety meetings are held weekly and attended by all PCI employees on site.
7. See that a complete first aid kit is available in case of emergencies.
8. Ascertain that safety barricades and signage are in proper place.
9. Have a thorough knowledge of the plans and specifications for each project assigned.
10. Maintain a high standard of quality control at all times.
11. See that good housekeeping practices are observed and maintained by both Porter crews and subcontractors.
12. Maintain a good relationship with the Project Manager, seeking his/her assistance in the scheduling of materials, equipment and subcontractors.

13. Keep the progress schedule current, review schedule status and job costs at least once a month.
14. Maintain inventory control over tools, equipment and materials, ascertaining that movable tools are returned to the tool room and all equipment is adequately secured. Label all PCI equipment and tools.
15. Ascertain that the project is secured each night and weekends.
16. Assist the foremen with any problems.
17. Make out the Superintendent's daily report each day, sending it out to key people as required.
18. Insure that all change orders are properly executed and indicated on as-built plans.
19. Review attendance each morning and afternoon.
20. Forward all receipts to the office each day.
21. Attend pre-construction and construction meetings, taking notes on areas that may present a future problem and present to the Project Manager for consultation.
22. Assist inspectors on their project reviews.
23. Maintain good relationships with inspectors, architects, subcontractors and other key people connected with the project.
24. Assist Project Manager in estimating percent completion of each item for monthly invoicing and of labor forecasting job costs.
25. Authorized to hire, terminate and recommend for promotions all personnel under his jurisdiction as per company guidelines.
26. Maintain proper RFI's, Change Orders, Field Directives, updated site plans, photos journals of the project and all pertinent project documentation on site.
27. Have thorough knowledge of company procedures manual.

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered to suit the needs of the company.