



Superintendent – Job Description

Heeter Geotechnical Construction, LLC

Position:

- Superintendent

Department:

- Operations

Location:

- Project/Field-Based

Supervisor:

- Operations Manager OR GM/VP of Operations

Responsibilities:

- A proven team leader with solid experience in motivating field crews, assigning tasks, directing and supervising the work on a daily basis, and monitoring subcontractors.
- Capable of developing a thorough understanding of the scope of the work to be accomplished, contract specifications, plans, and general conditions, and ensuring the on-site availability of adequate equipment and materials at all times.
- Thorough and consistent with regard to planning site operations, both before work and on a daily basis during the work.
- Committed to the health and safety of all crew members and visitors to the site through proactively discussing any significant or unusual safety concerns or conditions with appropriate parties prior to the work, and in consistently reinforcing the Company's Health and Safety program and that of the client during the work week.
- Work closely with safety department on proper enforcement of safety procedures, discipline non-conformance and recognize workers for exceptional safety performance.
- Able to recognize, and respond proactively to, differing site conditions, unanticipated conditions, and any other difficulties that arise during the course of the work.
- Detail-oriented and timely with regard to all required paperwork, particularly daily record keeping of work activities.
- Establish and maintain effective and harmonious working relationships of the on-site staff and to promote a positive project morale.
- Communicate daily progress updates with manager.



Additional Responsibilities:

- Assist the Project Manager in the development of the on-site policies and procedures and enforcement of the same.
- Assist the Project Manager in the development and updating of the Project Baseline Schedule.
- Maintain and distribute the 4-week rolling schedule in either Excel or P6 format.
- Maintain and distribute the daily schedule.
- Develop manpower and equipment resource needs for the various stages of a project.
- Ensure that all monthly equipment hours are reported to Fleet Department and that necessary services are being performed in a timely and efficient manner.
- Ensure that daily equipment inspection reports are being completed by the operators and turned in at the end of each shift.
- Manage and/or enter the HeavyJob daily timecard and daily project report.
- To coordinate with Project Manager and/or Quality Staff, direct, monitor, inspect the activities being self-performed or subcontracted.
- Complete understanding of subcontracts and associated detailed scopes or work. Assist in subcontract management and reporting requirements.
- To verify that all required submittals, permits or licenses have been obtained, prior to commencement of a work activity. Coordinate closely with Project Management staff to plan ahead properly to not sustain unnecessary delays that could be prevented with proper planning,
- To cooperate with, and direct when necessary, the activities of the inspection agencies, and to implement remedial actions indicated by the reports of these agencies.
- To receive and review the subcontractor's daily reports of work done and labor and material employed.
- To review and approve, daily, all craft worker's hours.
- To review and approve all time and material work vouchers and invoices.
- To maintain good relations and communications with all involved in the project including the public.
- Participate in client progress meetings.

Education:

- A combination of education and experience will be taken into consideration
- Bachelor's Degree in Construction Management, Civil Engineering preferred

Experience:

- Candidate must have five (5) years of Superintendent, Assistant Superintendent, or Foreman-level industry experience



Skills & Abilities:

- Ability to schedule and forecast manpower requirements in a multi craft environment
- Excellent customer service skills
- Ability to read blue prints, ISOs, and P&IDs required
- Must have the ability to direct multiple direct reports to ensure the timely completion of project wide initiatives
- Ability to manage schedules, personalities and workflow of the project(s)
- Ability to meet fast paced and changing schedules and deadlines
- Strong communication skills
- Intermediate computer skills
- Strong technical and analytical skills
- Willingness to travel is a must

Licenses or Certifications:

- OSHA 30 Certification Preferred

Travel:

- This is a project-based opportunity, requiring travel

Physical Requirements:

- The individual must be able to wear and properly utilize appropriate personal protective equipment (PPE) to work or visit within areas where it is required. This includes hard hat, safety glasses, life vest, respirators, ear plugs, steel toed shoes, or other protective equipment as required by the work performed and location the work is being done
- Sitting for long periods of time, sometimes up to 4-6 hours
- Exposure to computer screens and cellular telephone screens
- Walking, stepping, climbing or otherwise moving from one location on the job site to another, and normally involves physically getting into and out of equipment through the use of vertical mounted ladders up to and including 10' or more in height
- Visually seeing equipment operations well (either naturally or with corrective lenses)
- Standing, stooping kneeling, squatting, climbing or sitting for long periods of time
- Repetitive movements by feet, shoulders, arms, wrists, hands and back in performance of work
- Working at elevated heights
- Lifting 25 lb. objects occasionally



- Carrying 25 lb. objects occasionally
- Adapting to outdoor conditions and prolonged exposure to sometimes adverse weather conditions
- Remaining calm during emergencies and respond appropriately as dictated by the circumstance of the incident
- Exposure to working outdoors in all-weather conditions
- Ability to work more than 40 hours in any given week including weekend assignments and holidays as required

EEO:

- Heeter Geotechnical Construction, LLC is an Equal Opportunity Employer, M/F/D/V

To Apply:

- Send a copy of your resume to: application@heeterconstruction.com