



MEMORANDUM

TRIDENT - SUPERINTENDENT JOB DESCRIPTION

The Superintendent position will manage and control assigned projects, including overseeing field operations, site safety, productivity, schedule, quality work, and trade contractor and supplier coordination and work in conjunction with the Project Manager leading the project team. The Superintendent reports directly to the Project Executive.

General Job Qualification Requirements

- High School and completion of Vocational School a plus, College degree preferred
- 8 years minimum experience or equivalent role in a construction superintendent role. (Commercial, Higher Education, Health Care, Secure Facility construction experience a preferred)
- Strong competency with Microsoft Office, including Word, Excel, and Outlook for both email and calendar scheduling and coordination.
- Familiarity with construction management software such as Prolog, MS Project, Excel, Sure Trak, and AutoCad.
- Expert in understanding building plans and specifications.
- Team player with field supervision, project management and company administration staff.
- Safety standards knowledge and enforcement. OSHA 10 Hour certified, 30 Hour preferred.
- Ability to remain calm, focused and effective under time pressure situations.
- Self-starter with ability to set goals and tasks with strong leadership skills.
- Willingness to perform occasional weekend and night work as required.

Preconstruction

- Provide technical expertise throughout the Preconstruction process.
- Develop jobsite logistics plan(s) as necessary.
- Participate in the Constructability review.
- Assist in the management of the Preconstruction schedule.
- Have involvement and input in developing in project estimates.

Field Operations

- Manage day-to-day operations at the jobsite, including sequencing of work, logistics, and safety.
- Create detailed logs and daily reports of construction activities.
- Review the plans and specifications for constructability and construction schedules and advise the project team of issues or deficiencies.
- Understand the Contract between TRIDENT and the Owner.
- Understand project budget/estimate and budget set-up.
- Understand trade contractor and supplier contract scopes, with a constant focus on procurement and lead-time of materials in order to maintain schedule.



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- Manage field coordination of the work.
- Assist in quantity takeoff and pricing estimates.
- Prepare, manage and update the detailed project schedule with sequence and activity duration including procurement items.
- Establish the punchlist process and close-out procedures with the Project Manager, Owner and Architect before trade contractor work starts. Maintain a Zero Punchlist goal with Subcontractor work.
- Schedule and procure tools and equipment necessary for the project.
- Mentor and train other employees as necessary.

Safety

- Maintain a safe and secure jobsite at all times.
- Ensure job safety requirements are understood and implemented by all project personnel and trade contractors, working with the safety support personnel as a resource. Continually strive for Zero Injury on all projects.
- Lead on-site safety meetings. Ensure all workers are put through appropriate safety training/review prior to starting work.
- Review the trade contractors' safety program(s) and MSDS information in the trade contractor start-up meeting.
- Watch for and correct any and all safety hazards at the jobsite. Report all safety incidents to safety personnel and/or Project Management.

Customer Service

- Understand and communicate to all field personnel the Owners goals regarding construction.
- Maintains positive relationships with the Owner, architect, and other project stakeholders throughout the project(s).

Business Development

- Participate in the marketing effort and growth of TRIDENT by making contacts, maintaining a network of possible clients, and identifying project leads.
- Participate in presentation and proposal preparations constructability into the process.
- Participate in determining sequence and activity duration on schedules for proposed projects.
- Be on lookout for project leads for TRIDENT.
- Participant in at least one external industry organization.

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