

Job Title:	SUPERINTENDENT	Date:	5/27/2016
<p>Job Summary: The Superintendent's responsibility is to supervise the field construction of a project and to complete the Work on schedule, within the budget and to the quality of workmanship specified. Interactive crew leader responsible for the onsite performance, organization and management of manpower, equipment and material at assigned construction job.</p>			
<p>GENERAL REQUIREMENTS</p> <ul style="list-style-type: none"> Valid Driver's License Clear Criminal Record Drug Free 			
<p>ROLE AND RESPONSIBILITIES</p> <p>Field Construction Leader: (100%)</p> <ul style="list-style-type: none"> Provide leadership and to establish and maintain effective and harmonious working relationships of the on-site staff and to promote a positive project morale. Ensures efficient use of manpower and company resources. Ensures quality and safety standards at all times. Works directly with the Project Manager and General Superintendent. Manages and coordinates labor, materials and installation of all sub-contracted trades Assigns tasks to workers, ensuring that they have been provided with the knowledge and tools required to competently complete the job. Ability to perform job description of Carpenter. Manage the erection of metal building systems. Understanding and installation of commercial doors and hardware. Building layout and foundation installation from established hubs. Use of laser for setting grades. Installation of rebar and piers for footings per drawings. Understanding of local and international building codes and regulations including ADA. Establishes and adjusts work methods to meet and maintain schedules. Sets-up and adjusts machines and equipment. Fills out daily timesheet, work report, safety inspections, and all other documentation deemed necessary by management. Understands and interprets construction drawings for completeness and makes recommendations for changes when necessary Enforces company policies and procedures and reports breeches to management Estimates sizes, quantities, time, cost or materials as needed to inform General Superintendent and/or Project Manager of additional needs. Mentors, teaches and answers questions. Schedule required inspections with agencies as required. Cooperate with, and direct when necessary, the activities of the inspection agencies, and to effect remedial actions indicated by the reports of these agencies. Maintain good relations and communications with all involved in the project including the public. Basic technologic knowledge utilizing a smartphone and tablet for email, communication, photo documentation, etc. <p><i>Please note that these are guidelines and other duties may become necessary or assigned in the course of NAI employment.</i></p>			