Essential Job Duties and Responsibilities:

- To provide leadership and to establish and maintain an effective and harmonious working relationship for all WCC personal, sub-contractors, and anyone else performing work on that project.
- To work closely with the project manager throughout the course of the project.
- To have a thorough and complete knowledge and understanding of the project contract, project scope of work, construction drawings and details, sub-contract agreements, work directives, change orders, addenda's, project schedule, project budget and any other document that would have an impact on the construction of the project.
- To monitor and maintain the project schedule on daily basis making sure that all sub-contractors and material suppliers have advanced notice of their expected delivery or activity times. Also being pro-active in putting a plan together to bring a project back into schedule when necessary.
- To monitor quality control on the project holding all trades, sub-contractors, WCC employees, and anyone else performing work on that project to the quality of work expected by WCC.
- To be pro-active in laying out or assisting in the layout of the project according to the project specifications and plans, and checking sub-contractors in their layout work of the project according to the project specifications and plans.
- To make sure all required permits, safety notices, and any other required project posting are on site and in place prior to construction starting.
- To set up the project office when required.
- To have the required temporary utilities in place prior to construction activities starting.
Project Superintendent

Essential Job Duties and Responsibilities Continued:

- To have a restroom facility and trash dumpster on site prior to construction activities starting when necessary and make sure a “Job Site” sign is in place.
- To install barricades, fences, or other devices that may be required to maintain a safe working environment.
- To monitor and control all aspects of safety on the project work site. This includes monitoring and controlling all sub-contractors as well as anyone that enters the project work area.
- To be willing and able to communicate and work with customers and clients throughout the course of the project. Always being polite, truthful, and protecting the WCC/client relationship.
- To help the project manager facilitate project meetings with the owner or owner’s representative as necessary.
- To assist the project manager in facilitating project meetings with sub-contractors as necessary.
- To implement work directives with the owner or owner’s representative when necessary. The project superintendent may sign work directives for implementation.
- To work with the project manager on implementing change orders when necessary. Project superintendents are not authorized to sign change orders for implementation.
- To schedule and be on site for all inspections.
- To take pictures daily of the project and download them to the project directory on the office server.
- To maintain redline drawings throughout the course of the project and submit a completed “As Built” and redline set to be filed at the office at the end of the project.
Essential Job Duties and Responsibilities Continued:

- To maintain daily logs of the project as directed by the project manager.
- To keep job site clean daily.
- To attend all weekly production meetings and able to give a comprehensive report on the project, including the following:
  - What activities have taken place over the last week.
  - What activities are currently taking place.
  - What activities will take place in upcoming week.
  - Any issues or problems that need to be addressed.
  - How are we tracking against the project schedule, if behind what is the plan to get back on track.
  - Report on any new work directives, or change orders
- You are required to read, understand, and have with you at all times the following publications:
  - Current Ohio Building Code (OBC)
  - Current ADA Access Code
  - WCC Safety Manual
  - WCC Supervisor’s Guidelines
  - WCC Field Manual
- To keep and maintain, at a minimum, the following tools on your truck
  - 30’ tape measure
  - 200’ tape measure
Project Superintendent

Essential Job Duties and Responsibilities Continued:

- Speed square
- Hammer
- Chalk Line
- Tool belt
- Battery powered drill with driver bits
- Circular saw
- Caution tape
- Broom & scoop shovel
- Dirt shovel
- Grease gun
- Hard hat and safety glasses

➢ To oversee and make sure that the equipment that is being used on your job site is being maintained adequately.
➢ To perform a written review of all field personnel assisted by the project manager and then to meet with all field personnel to go over their individual review.
➢ Review will take place in the 4th quarter of each calendar year.
➢ Job superintendent may be required to perform or fulfill other related duties as required to meet the ongoing needs of the organization.
Project Superintendent

Required Training:

- OSHA 30-hour
- Forklift operator certification
- Man-lift and boom lift operator certification
- First-aide training
- CPR training
- Certified Professional Constructor training
- Additional training that may be necessary or beneficial to the position or the goals of the organization.