

PROJECT SUPERINTENDENT



Updated: August 2024

Division:	Azteca Enterprises, LLC
Project Location(s):	DALLAS, TX
Minimum Years Exp:	8+
Travel Involved:	None/Not Specified
Job Type:	Full Time
Job Classification:	Skilled – Field Operations
Education:	Experience Apply
Job Family:	Construction
Reports To:	General Superintendent

Position/ Job Description:

The Project Superintendent's primary function for **AZTECA ENTERPRISES, LLC.**, is essential to the successful operation of projects. This position is important to our firm and the fulfillment of the duties and responsibilities contributes to the overall success of the company.

The purpose of this standard job description is to define the duties, authorities, and responsibilities of the Project Superintendent. To promote a harmonious relationship between the Project Superintendent, General Super, Project Manager, Project Engineer, Project Coordinator, Subcontractors, Foreman, and crews, who must work closely together.

The Project Superintendent is directly responsible to the General Superintendent, Project Manager, VP of Operations, or Vice President for the proper discharge of his/her duties. He/she may delegate portions of his/her authority to other qualified personnel, but not responsibility.

Essential Duties and Responsibilities

The Project Superintendent's primary function for **AZTECA ENTERPRISES, LLC.**, consists of the following:

- A. Efficient coordination of field activities on assigned projects, including job-scheduling activities.
- B. Company liaison with Vendors, Subcontractor and Company.

The Project Superintendent's function is essential to the successful operation of projects. He/she must have the following qualifications:

It is through the Superintendent's efforts of effectively working crews, organizing work, and scheduling subcontractor's activities to work in unity with each other, that maximum profits are attained.

- A. An ability to thoroughly understand and follow plans and specifications in the construction of project.
- B. Leadership ability
- C. Thorough knowledge of construction techniques and the imagination to derive the most efficient method of completing a task.
- D. Foresight to predict problems before they develop.
- E. A conscientious attitude towards controlling job costs and adhering to progress schedules.
- F. Ability to use a transit and level and oversee all aspects of job layout and surveying.
- G. Ability to communicate our plan and sequence of activities to all subcontractors and material suppliers to effectively implement our goals.

The Project Superintendent's principal duty for **AZTECA ENTERPRISES, LLC.**, is to assist with the daily details of the project, including properly scheduling the work of crews, equipment, and subcontractors. Assist with project scheduling, change requests, and other related duties during the construction period. *Specifically:*

DUTIES

The Project Superintendent's principal duty is to properly schedule the work of the crews, equipment, and subcontractors to achieve maximum production in the most efficient manner.

In order to carry out this overall duty, the following duties must be properly fulfilled:

- 1) Ascertain that foreman/ leadsman are well qualified and are efficiently carrying out duties assigned.
- 2) Properly layouts a project, making certain that the proper grades are followed, and the structure is accurately located.
- 3) Review the job schedule and cost breakdown, resolving all differences of opinion with Project Manager at the beginning of the job.
- 4) Set up the job office and equipment trailer 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 stations and water coolers in strategic areas.
- 5) See that the safety regulations are followed by company and subcontractor crews. Safety meetings must be adequately attended.
- 6) See that a complete first aid kit and folding cot, if required, are available in case of emergencies.
- 7) Have a thorough knowledge of the plans and specifications for each project assigned.
- 8) Always maintain a high standard of quality control.
- 9) See that good housekeeping practices are observed and maintained by both AEI crews and subs.
- 10) Ascertain that safety barricades are in the proper place and safety lights operating properly.
- 11) Maintain a good relationship with the Project Manager, seeking his/her assistance in the scheduling of materials, equipment, and subcontractors.
- 12) Keep the progress schedule current, review schedule status and job costs at least once each month.
- 13) Maintain inventory control over tools and equipment, ascertaining those movable tools are returned to the tool room and all other equipment adequately secured.
- 14) Ascertain that the project is secured each night.
- 15) Assist the foremen with any problems.
- 16) Make out the Superintendent's daily report each day, mailing it to the office each night, or sending it to the office the following day.
- 17) Ensure that all change orders are properly executed and indicated on as-built plans.
- 18) Review attendance each morning and afternoon.
- 19) Forward all receipts, mail, reports, and shipping "drays" to the office each day.
- 20) Attending pre-construction and construction meetings, taking notes on areas that may present a future problem and present to the Project Manager for consultation.
- 21) Assist inspectors on their project reviews.
- 22) Maintain good relationships with inspectors, architects, subcontractors, and other key people connected with the project.
- 23) Coordinate maintenance of heavy equipment on the project and supervise effective utilization.
- 24) Attending, on request, all technical meetings for the purpose of discussing job progress and problem areas.
- 25) Maintain close communication with Project Manager on any unforeseen problems, which may develop.
- 26) Assist Project Manager in estimating percent completion of each item for monthly invoicing and of labor for each job cost report.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge of construction/site terminology
- Increase knowledge of blueprint reading
- Planning and organizational skills
- Ability to implement and coordinate comprehensive schedules.
- Ability to operate a personal computer and various software programs.
- Ability to manage multiple tasks.

Authority

The Project Superintendent derives authority from the General Superintendent, Project Manager, VP of Operations and Vice President and is granted full authority to perform the duties set forth in this job description. Our goal is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest.

CONCLUSION

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. The President, Vice President, VP of Operations, or Human Resources to suit the needs of the company will from time to time alter those duties.

This standard procedure for the job description of the Project Superintendent will become part of the company policy, upon the approval of Upper Management and remain in effect until superseded or canceled by the same authority.