

LEGACY

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Functional Role **(Field Superintendent)**

Job Title: Field Superintendent
Reports To: Project Superintendent
Supervises:
FLSA Status: Exempt
Department: Construction
Prepared by/Date: HR
Approved by/Date: February 21, 2018

We are a *customer-centric* organization that builds value through proven success in *leadership, integrity and adaptability*. Our *passion* is in selecting remarkable locations, using market driven research backed by innovative design and full-service offerings to create world class communities. Through unparalleled *perseverance*, our team takes *pride* in creating award winning residential experiences that improve the quality of life for our customers. A Legacy home or community respects the place and creates the space where people love being home.

Summary and skills needed.

Oversees the daily construction activities at a work site. Responsible for the overall progress of the project as well as the scheduling of workers and the delivery of equipment and materials. Ensures that specifications are being strictly followed, and work is proceeding on schedule and within budget. Field Superintendent shall be responsible for scheduling, inspections, quality control, and job site safety. Reports to the Project Superintendent and the Project Manager. Supervises a group of primarily para-professional level staffs. Field Superintendent will communicate conflicts or revisions to the plans with the project team (i.e. superiors, architect, engineer, consultant, owner) for mutual resolution, prior to execution of work that deviates from the approved plans. The Field Superintendent shall establish and enforce job site quality control programs to ensure quality completion of construction. The Field Superintendent does not have authorization to engage in monetary agreements (subcontracts, change orders, work authorizations). All request for monetary agreements must be communicated to the Project Manager or the Director of Operations for consideration prior to work performed.

Qualifications

- **Education:** Bachelor of Science degree with a concentration in Building Science is preferred.
- **Experience:** 3 to 5 years' experience as a Project Assistant Superintendent with a multifamily or commercial building construction contractor.
- **Attendances:** This position is full time and exempt from overtime. It is scheduled for a 40 hour Work week; however, should expect to work significantly more hours.

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ESSENTIAL JOB FUNCTIONS

- **Project Planning**
 - Review plans and specs with Project Superintendent
 - Monitor and maintain project schedule activities assigned by the Superintendent
 - Monitor and assist in coordination of jobsite logistics
 - Assist in securing all required building inspections and related trade inspections

- **Cost Control**
 - Control costs relating to General Conditions
 - Confirm all deliveries are accurate and complete
 - Confirm all field expenses related to temporary manpower and rentals

- **Project Administration**
 - Provide data necessary to assist in completion of daily activity reports
 - Monitor and update project schedule as directed by the Superintendent
 - Provide direction and coordination to Subs as directed by the Superintendent
 - Become familiar with all Subcontract documents and scopes of work
 - Assist in updating of the project as-built drawing set
 - Prepare detailed written punch lists and distribute to a subs and vendors with due dates for completion. Check punch list items for completion

- **Leadership**
 - Foster a cooperative and informative relationship among the Construction Team
 - Develop team work atmosphere with the Subcontractors
 - Maintain a good working relationship with Owner/Management Team and address their concerns and issues promptly
 - Develop relations with Building Officials and Regulatory Agencies

- **Safety and Risk Management**
 - Monitor and enforce all Company Safety policies and procedures
 - Maintain construction site in strict accordance with OSHA guidelines
 - Assist in weekly on-site Safety meetings with Subcontractors
 - Identify and correct all safety violations
 - Coordinate safety assessments with Superintendent and/or Safety Director
 - Maintain a clean job site free of unprotected hazards

- **Field Operations**
 - Assist team in oversight of all jobsite activities
 - Monitor construction progress and compliance with plans and specs
 - Assist Superintendent in managing overall project schedule and delivery of units
 - Assist in conducting on site meetings with Subcontractors
 - Work to create harmony and team building with Subcontractors and Suppliers

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- Monitor punch lists and turnover of completed units to Management within schedule and quality standards
- Assist in securing all building inspections and certificates of occupancy
- Keep Superintendent informed as to additional cost exposure seen or unforeseen
- Assist in planning, organizing and controlling material procurement, storage, logistics and utilization
- Assist in maintaining inventory log on sensitive materials such as appliances
- Observe work and safety rules
- Understand project schedule and look ahead schedules and construction sequence and monitor that the work crews and subcontractors start and finish on time
- Insure proper standards of workmanship and maximum productivity are maintained

Additional Responsibilities

Skilled level of Microsoft Office
Team Player
Problem Solver
Good Communication Skills

LEGACY CORE VALUES

Innovative

Embrace change, solve problems, self-improvement

Do the Right Thing

Honest, integrity, and pride - no corner cutting even when hard.

Team Approach

Positive, Respectful, encouraging team player

Customer Focus

Internally with team and externally

Perseverance

Never give up, find solutions for problems
100% complete

Passion

Use your passion as a fuel for your purpose, and encourage others

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