



SUPERINTENDENT – ROLES AND RESPONSIBILITIES

Superintendent Management

- Responsible for providing direct in-field supervision of a crew working on all phases of construction at the day-to-day basis.
- Complete and Approve Field Logs daily. Photograph work performed as needed.
- Ensure Foremen & Operators fill out pre-shift equipment checklists using the App Process***Under Development***
- Communicate any equipment needs to the maintenance department
- Participate in conference calls as directed
- Ensure paperwork is sent to the office in a timely manner (Weekly)
 - Toolbox Talks
 - Foremen Receipts
 - Superintendent Receipts
 - All Checklists
- Maintain good communication with project manager and support staff to assure timely and efficient completion of jobs, proper communication of issues, and proper documentation of the entire process at each job site
- Perform Site Visits and Inspection Lists
- Actively Engaged with PM's Bi-weekly Onsite team meetings (PM, Superintendent, Foreman(s))
 - Minimum of Two-Week Forecast Expectations
 - Planning and Deliverables
- Implement Schedule - Communicate staffing needs to the General Superintendent
- Utilizes Formal Written Requests (Email or Messenger) to be accurately logged
- Conduct employee evaluations and write ups when needed
- Must be able to handle and address all employee issues and concerns with Human Resources
- Communicates with payroll to ensure employees are accurately paid and any timekeeping issues are addressed.
- All accidents or incidents must be reported and documented immediately; assist Safety Department with any investigations
- Serves as the front-line Safety Officer for the site/project and is directly responsible for the Safety of his/her crew.
- Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.
- Set daily expectations for crew performance. Manage all site personnel and equipment (to include rentals).***
- Manage Inspection Requests
- Utility Locate Management
- Manage Sub-Contractors
- Change Order Process – Works closely with Project Manager to accurately log Change Order Requests for work and invoicing needs



- Ensure Crews have any new Approved Updated Plans / Plan Revisions - Immediately
- Utilizes Daily Production Reports
- Onsite Inventory
 - Accurate record of goods receipts
 - Schedule and Manage Return Material
 - Change Order Material / Substitutions

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