

B.L. Spille Construction, Inc.

Job Description: **General Superintendent**

Position: is Salary with a Truck, Paid Health Insurance, Dental Insurance, Vision Insurance, and 401 K Retirement Package,

The Project Superintendent supervises the field construction of a project, including its organization, planning, and scheduling, in order to complete the work on time, within the budget, and to quality specified. In the performance of this function, the Project Superintendent is responsible to protect and promote the interest of B.L. Spille Construction, Inc., in all matters.

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**Decripton:** We are looking for the candidate who is ready to take on the world; energetic, open to travel anywhere, anytime.

The Project Superintendent is responsible for the overall planning, management, and execution of work for assigned construction projects. The Project Superintendent may be assigned responsibility for one or more projects at a time and should maximize project profitability and promote Company objectives and goals through the performance of his/her job, meeting quality and safety standards as well as meeting owner expectations. The Project Superintendent is expected to assess and respond to customer needs and cultivate customer relationships through proactive interaction with project owners. This position must also foster the fundamental Company business philosophies as well as assist in the process of training and developing employees under his/her supervision.

**Duties include:**

- Schedule all manpower required on field projects.
- Oversee all projects through onsite superintendents.
- Develop job project schedule in conjunction with job superintendent.
- Work with project superintendent and project manager to insure project stays on schedule.
- Assist superintendents with extra work orders and back charges.
- Assist project manager with setting up cost codes at beginning of projects.
- Monitor cost codes on a weekly basis and review results with superintendents.
- Assist superintendent on delivery scheduling from shop and outside sources.
- Assist project manager with project billing.
- Meet with owners and professionals as required

- Supervise projects when superintendents are on vacation.
- Collect and review daily superintendent's reports and associated paper work.
- Review project invoices from superintendent and suppliers.
- Schedule equipment to be used on job site.
- Review individual performance of each employee on a twice yearly basis and make recommendations for promotion, demotion, termination, or wage adjustment.
- Schedule vacations for all on site personnel per company policy.
- Enforce company policy regarding tardiness, absenteeism, and sick days.
- Review job sites for cleanliness and assist safety director to insure a safe work place.
- Implement random drug screening and testing for field employees.
- Maintain a running file on absenteeism and written excuses.
- Interview prospective new employees.

Referral bonus of \$500 for B.L. Spille employees who refer a candidate that is hired for this position.