



**Commercial | Medical | Institutional**

**Position Guide for:**

## **General Superintendent**

### **1. Introduction & Role Description**

This Position Guide establishes and outlines the duties, responsibilities and reporting relationships of the position of General Superintendent at Boser Construction Inc. This position guide is to provide you with an understanding of the expectations, to provide the means to measure performance and to ensure uniform work standards.

The General Superintendent is responsible for overseeing construction operations which includes

- a. Managing field leaders such as Superintendents, Foreman, and other site leads
- b. Ensure safety standards per company Best Practices and OSHA standards are implemented at job-sites and that on-site leadership is enforcing it
- c. Coordinating and scheduling labor assignments for each week's projects & tasks according to Project Schedules via the Field Leaders and Project Managers.
- d. Overseeing & implementing project quality standards for the project and ensuring installation Best Practice Systems are being upheld
- e. Implement & oversee company training for field personal such as:
  - i. Superintendent & Foreman Training
  - ii. Demolition, rough & finish carpentry, steel stud framing, and drywall
  - iii. Safety & Equipment Inspections
  - iv. Coordinate and oversee sub-contractor awareness and expectations of job-sites
- f. Oversee & manage company shop area, company tools, and company equipment
- g. Implement, monitor, benchmark and enforce standards of production for self-performed work to ensure field personal are operating efficiently & effectively
- h. Assist with coordinating over or under burdened man-power commitments via networks and alliances in the local area
- i. Communicate to Estimating Team, Project Managers, and others of opportunities or issues in regards to production, technology, budgets, etc.
- j. Uphold high customer service standards through personal leadership and managed employees
- k. Promote the company image through exercising sound and ethical business practices as they relate to customers, suppliers, employees and the public
- l. Follow & promote all guidelines, policies and procedures established by the company
- m. Ensure compliance with all federal, state, local, health & safety laws & ordinances including but not limited to ASHE, OSHA, MDH, and the DOT



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## **2. Reporting Relationships**

- a. Will report to the President & CEO unless otherwise delegated
- b. Will manage field personnel; primarily the Superintendents and Foreman
- c. Will manage portions of the Human Resource duties such as employee reviews, wages, and disciplinary/rewards systems for individual field personnel
- d. Will work side by side with Project Managers to maintain a harmonious balance of safe, productive and top quality construction.

## **3. Authority**

- a. Manage field operations in regards to directing Field Leaders, project safety, assign work and direct field crew staff for successful project progress through completion
- b. Oversee and coordinate work in the shop and at the jobsites to ensure project schedules are met
- c. Recruit, hire, train, discipline, evaluate and make changes in status of all field employees in accordance with company policies and procedures
- d. Manage field operations budget (tools, equipment, personnel, safety, and vehicles)

## **4. Physical & Mental Requirements**

The following individual characteristics shall be considered necessary to perform the duties of General Superintendent:

- a. Education:
  - i. *Required:* High School Degree
  - ii. *Preferred:* Post Secondary Degree (Trade or Bachelor's)
- b. Experience:
  - i. Candidates must have a minimum of ten (10) years of valid construction experience and;
  - ii. A preference will be placed on candidates with five (5) years of a leadership capacity role such as Superintendent, Foreman, or other comparable leadership in the construction industry
- c. The ability to add, subtract, multiply, and divide sufficiently to figure normal calculations
- d. The ability to read, interpret and understand blueprints, specifications, and contracts
- e. The ability to foresee events and anticipate changes in conditions and operations to the greatest extent possible and react to these appropriately
- f. Main residence or home must be within thirty (30) miles of the BCI Office in Sauk Rapids, Minnesota
- g. The ability to stand for extended periods of time
- h. Maintain valid MN driver's License with health card for commercial vehicle needs
- i. Trained & efficient in Microsoft Suites such as Project, Excel, Outlook, and Word
- j. The ability to multi-task effectively and manage stress load appropriately



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- k. Maintain an organized works space, shop, and communication system with your field team and company personnel.
- l. Astute ability to eliminate problems amongst staff and adhere to the situational facts while managing field staff problems

## **5. Measurements of Performance**

- a. Proficient in scheduling and training with a good knowledge of the company policies and personnel capabilities
- b. Customer service, delivery schedules and satisfaction are maintained at a consistently high level
- c. Field crew morale, productivity, cooperation and teamwork are maintained at high levels
- d. Show good judgment in reporting and solving problems timely
- e. Preserve company confidentiality and reputation
- f. Perform employee evaluations timely according to the company schedule and follow the company policies and procedures
- g. Maintain a positive attitude and cooperative working relationship with all employees
- h. Perform all duties in an independent and expeditious manner with minimal supervision and demonstrate good planning skills
- i. Consistently display the ability to recognize and manage priorities
- j. Show initiative in taking on additional duties and responsibilities as schedule allows.