

Company Name

Street Address
Your City, ST ZIP

YOUR LOGO

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YOUR PLACE IN THE COMPANY: **Site Superintendent**

YOUR LEADER: Projects Manager

WHO YOU LEAD, TEACH AND SUPPORT: None

HOW YOU HELP THE COMPANY SUCCEED: Monitor field construction of a project, including its planning, scheduling, deployment and construction in order to complete the work on time, on budget and to the quality specified.

MAIN RESULTS EXPECTED FROM YOU:

- Work with subcontractor supervisors to deliver a completed product on time, on budget, to a satisfied customer.
- Protect and promote the interest of the company in all matters.
- Comply with local building codes and ordinances.
- Ensure that all government safety regulations and company safety policies are always followed.

MAIN WORK YOU DO:

- Develop on-site plans and procedures for field operations.
- Coordinate and monitor the activities of subcontractors by working with the subcontractor's onsite superintendent or foreperson at each job site.
- Coordinate and monitor the activities of suppliers and company labor.
- Ensure the work is performed to the specifications provided in the job estimate.
- Create and update progress schedules.
- Establish and maintain safety and security practices for the project.
- Ensure compliance with safety measures by all subcontractors and company labor.
- Prepare regular and special reports for job meetings.
- Conduct and complete Inspection Reports for each phase of the work.
- File a Daily Progress Report every day for each project on which there is activity.
- Document any and all interactions with the Owner of the project.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.