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## Field Superintendent Job Description

The role of Field Superintendent is a full time position with the responsibility of administering and managing details on the jobsite - as per direction from and scope of work defined by the Project Manager. This role is a key middle management link in the production team to delegate the scope of work from P.M. to practical application in the field. Annual salary ranges from \$44,500 - \$56,000 based on experience and expertise.

### Key Management Responsibilities:

- Communicate with the Project Manager
- Coordinate with Project Manager & Office Manager on administrative details
- Help retain proposals and quotes from sub-contractors, vendors, etc.
- Help administer and manage contracts from sub-contractors, vendors, etc.
- Coordinate with the Office Manager to secure Trade Contractor Agreements
- Create and manage a Gantt chart timeline
- Coordinate with Project Manager to manage field aspects of the budget
- Administer and manage company processes and systems (Example - weekly jobsite checklists on Smartsheet)
- Manage and administer quality control and performance requirements
- Help create and manage scope of work for staff and team on the jobsite
- Administer and manage safety guidelines and protocol
- Model the company's positive culture in a way that inspires and encourages those we encounter and work with
- Operate in a marketing role for new clients and opportunity for the company
- Manage sub-contractors as per terms defined by Project Manager
- Purchase material as per direction and approval from Project Manager
- Assist in creation of AIF's
- Work with Project Manager to define terms on additional items
- Manage multiple jobs simultaneously
- Upload progress photos/daily logs to schedule program

### Administrative Responsibilities:

- Daily tracking of time, mileage, material list and pre-planning tasks.
- Daily recording an accurate log of time spent on each project
- Daily Uploading any receipt or purchase invoices
- Approval of invoices consistent with administrative deadlines
- Consistently turning in time sheet each week and cc-ing Project Manager as well as the office



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- Ability to interact with other Pillars to gather required information to complete tasks at hand

## **Leadership and Growth Responsibilities:**

- Shows up to work on time and is ready to work with necessary tools in hand
- Consistently shows professionalism both in appearance and speech, knowing the proper timing and use for company issued work apparel
- Consistently shows a positive attitude and excitement to help others
- Models servant leadership
- Ability to lead and direct laborers productively and efficiently
- Willingness & ability to train both laborers & apprentices
- Ability to keep Crew Leader informed on a daily basis of materials onsite and needed
- Complete delegated tasks reliably
- Ability to make and prioritize decisions logically and methodically
- Give direction rather than look for it
- Makes decisions and owns them
- Regularly updates their "Life In Order Document" and reviews with a mentor
- Individual has mentored, and advanced, another Journeyman on their path to maturity by training them to take their place.

## **Knowledge and Skills Required – yet not limited to:**

- Thorough understanding of construction methods and procedures, including but not limited to the defined skill of Journeyman
- Thorough understanding of local and state building codes
- Thorough understanding of methods and procedures unique to the mountain climate and terrain
- Proficient in basic computer skills – manage email accounts, organize and manage files, operate smartphone's and iPad, ect...
- Able to Operate Excel Spreadsheet, Word programs and SmartSheet
- Minimum 3 years of construction leadership experience

## **Qualitative Attributes Required – yet not limited to:**

- Ability to plan and organize a team effort
- Ability to build goodwill and credibility with coworkers and clients
- Ability to inspire, motivate, lead and boost morale
- Ability to mediate and resolve conflict
- Consistent positive attitude



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- Models contentment
- Strong Communication skills
- Effective time management skills
- Ability to make and prioritize decisions logically and methodically
- High level of discernment and judgment
- Capacity to manage pressure and stress authentically
- Ability to engineer a great experience for client
- Proficient in modeling our “Leadership Values and Targets”. See last page of the Team Member Handbook.

**Basic Vehicle Requirements:** Transportation/ability to drive personal vehicle

**Personal Tool Requirements including but not limited to:**

Tool bag, Framing hammer, Measuring tape, Speed square, Carpenter’s pencils, Wood chisel, Pry bar. - Chalk line, Cordless drill, Basic socket set, Catspaw, Flat pry bar, Crescent wrench & Channel locks, Dykes(wire cutters), Drywall saw. 4ft & 80" level, Saw horses, 4ft Step ladder, Circular saw, Corded Sawzall, Framing square with stairs sets, Sledge hammer, Shovel, Broom, Laser Level, Rakes, Basic concrete tools, Drywall tools.

**PPE - Personal Protection Equipment Requirements:** Gloves, Safety Glasses, Work boots

**Optional Tools and Equipment:**

12" chopsaw w/stand, table saw w/stand, 2- extension cords, Corded drill with paddle bits, drill bits, and drivers, Jig saw, Router w/ multiple heads(door Jigs), Pneumatic framing gun with air hoses and compressor, pneumatic stapler, shingle-nail gun, and trim-nail gun. Ramset, Power shears, Wheel barrow, 4'-6'-8' ladder, shop vac, Assorted fasteners.

**Company Provided Property:** After completion of the 90 day introductory period, the Company provides company shirts, hat, phone with case, SurfacePro with protective case, and company jacket.

**Submit an application at [4fortyfour.com/careers](https://www.4fortyfour.com/careers)**