



## Superintendent

Reynolds Construction is an industry leader in the construction of water supply, wastewater, and renewable energy infrastructure. Providing generations of quality solutions, Reynolds has been a trusted name for over 85 years. Through all the years, Reynolds still holds true to the basic fundamental values by which it was founded: to deliver projects **safely, on time, within budget**, and to the **satisfaction** of our customers. We are dedicated to the safety of our team and committed to the highest standards of safety and construction performance.

**Position Summary:** Under the direction of the Project Manager, the Superintendent will direct activities of workers concerned with construction associated with water supply, and transmission, and water or wastewater treatment facilities while maintaining high quality of work. This position will direct workers in the construction of new facilities, or in modifications or expansions.

### Essential Job functions:

- **Safety**
  - Coordinate and monitor craft compliance with all safety requirements (OSHA, state, local, client, and the Company). Document and ensure corrective measures are implemented
  - Examine and inspect work progress, equipment, and construction sites to verify safety and ensure that specifications are met
  - Immediately address any safety issue observed or brought to your attention by anyone
  - Read, review, study, and implement the company's Safety Manual
  - Ensure that Safety Meetings are held on a weekly basis and participate in Safety meetings monthly
- **Project Execution**
  - Plan and supervise craft foremen and craft activities including methods of construction, manpower levels, material quantities, equipment and rental needs, power sources, work schedules and documenting actual hours worked
  - Study specifications to plan procedures for construction on the basis of start/completion times, staffing requirements for each phase of construction, and knowledge of available tools, equipment, and various building methods
  - Continuously review and work progress to the project schedule and adjust work activities accordingly
  - Participate in all Preconstruction Subcontractor meetings
  - Initiate, organize, and schedule all parties for participation in regular storyboard sessions
  - Assemble field members, including crew and clerical help, if needed, and field supervision to perform different disciplines (in conjunction with General Superintendent)
  - Confer with and direct supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays
  - Order procurement of tools and materials to be delivered at specified times correlating with work schedules
  - Schedule work to ensure it complies with contract, drawings, and specifications
  - Maintain an effective inventory control procedure for all materials and tools
  - Maintain liaison between general superintendent, engineering, and estimating
  - Maintain communication with other departments (i.e. safety, materials control, purchasing, QA/QC, and engineering) to ensure all required materials, equipment, inspection, etc., to support craft activities and project schedule
  - Maintain "As-Built Drawings" at all times
  - Interpret and understand all subcontracts and scope of work to be performed
  - Actively communicate with supervisory and engineering personnel, inspectors, and suppliers of tools and materials to resolve construction problems and improve construction methods
  - Perform additional assignments per supervisor's direction

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- **Personnel**
  - Assign work to crews and coordinate with each to not interfere with other work activities, including owner representatives and inspectors
  - May direct workers concerned with major maintenance projects for existing structures
  - Show understanding of, and commitment
  - EEO and affirmative action policies in all phases of employment
  - Initiate formal and informal feedback conversations
  - Initiate conversations regarding the worker's future plans or goals within the company
  - Promote training initiatives
  - Handle employee concerns and complaints, conflicts, and performance concerns
- **Quality and Production**
  - Ensure all foremen are planning and goal setting by completing and submitting the "Daily Planning Sheets" for the following day
  - Immediately address any quality or production issues
  - Resolve construction problems (i.e. design, lack of productivity, work interfaces, etc.) as needed in assigned task
  - Inspect work in progress to ensure that workmanship meets specifications and adheres to construction schedules
  - Maintain a high level of professional ethics and demand the same of all employee.
- **Paperwork**
  - Prepare and/or receive, from subordinates, reports on materials used and their costs, progress, and adjustments on work schedules as indicated by reports
  - Complete Daily Superintendent Reports, review and sign all foremen time sheets, new hire application packages, maintain equipment logs, labor reports, and receiving reports
  - Understand budgeting process and maintain labor and equipment costs within budget
  - Maintain all project documentation and schedules for assigned task

**Position Qualifications:**

- Minimum 5 years combined experience required in Civil Construction including supervision, technology, methods, equipment, tools, and work procedures
- Leadership and communication skills are essential
- Knowledge of:
  - Civil and Structural engineering principles
  - Construction inspection methods
  - Design development and construction methods
  - Public utility relocation and coordination
  - State and Federal environmental procedures
- Ability to work in all types of weather

**Prerequisites:**

- Must complete and pass a pre-employment drug & alcohol screen
- Valid Driver's License
- Display a professional and courteous attitude at all times
- Ability to work nights/weekends when required
- Ability to work overtime when required
- Ability to travel when required
- Ability to climb ladders up to 20ft
- Must be able to lift 50+ pounds
- Be able to read project plans and specifications
- Have the willingness to work in a team environment

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**Employment Package Benefits:**

- Paid Vacation
- Paid Holidays
- 401 K Retirement Plan
- AD&D, Long Term Disability Insurance (Short Term Disability available)
- Health/Dental/Life Insurance Available
- Competitive wages with opportunities to advance within the company

**Job Type:** Full-time, union or non-union

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