

## **TINGUELY DEVELOPMENT, INC.**

### **Job Description: Superintendent**

The following represents an outline of specific responsibilities the Superintendent is required to represent and administer when performing this role on a TDI project. The responsibility to effectively supervise the project per these requirements lies primarily with the Superintendent. Subordinate level supervision may also be required to administer specific work items or possibly to share in the overall responsibility of supervising a project.

These responsibilities are a general guideline. Many other responsibilities may occur or be required of the Superintendent assigned to the project that is not a part of these procedures. It is inherently the responsibility of the Superintendent and staff to be aware of each project and its "special" or "additional" management requirements.

Each Superintendent will be required to implement the following as it pertains to their assigned and overall responsibilities:

#### **ESSENTIAL FUNCTIONS FOR PRE-CONSTRUCTION**

- Superintendent - assist Project Manager by collaborating and assisting the Architectural and Engineering design elements and while working as a Team under the authority of the Project Manager, paying particular attention to:
  1. Cost effective use of recommended materials and design detailing.
  2. Common construction practices utilized by local contractor resources and looked upon favorably by the Bureaucracy.
  3. Durability and practicability of materials and equipment selection as presented by design team.
  4. Collaborating with the design team ensuring compliance with all agencies and bureaucratic requirements (i.e. Fair Housing Act, ADA, Building Codes and Public Works requirements, etc.).
- Develop overall preliminary project schedule with Project Manager (planning and construction schedules).
- Develop preliminary construction budgets with Project Manager (offsite and onsite) requirements and General Building requirements.
- Develop Project Organizational Management Chart with Project Manager.
- Review preliminary list of products, equipment and recommended methods of application proposed for project. Review necessary to identify product most cost effective for specified application. Consult with prospective supplier or subcontractor for confirmation that product is appropriate for proposed use. Pass along to the design team any information relative to the performance of a specified product application based on the experience or knowledge provided by the subcontractors and vendors consulted.
- Develop selected list of Vendors and Subcontractors best suited for project with Project Manager.
- Site inspection(s) to ascertain construction staging, access, dust control requirements. As construction proceeds, analyze impacts to neighboring owners, and notify County of Hawaii departments with intended schedule.

**ESSENTIAL FUNCTIONS FOR CONSTRUCTION** - while working as a Team with the Project Manager and Project Engineer under the authority of the Project Manager:

- Mobilize all necessary facilities to manage and operate project site (i.e. office trailer(s) and related equipment, sanitation facilities, storage, and staging yard facilities, identify and prep parking yard and materials handling equipment, when necessary, etc.) Initial grubbing and grading may be necessary to allow for management facilities mobilization.
- Set up communications (phone, email / internet) and temporary electric power apparatus and distribution as necessary.

- Install temporary water facilities for construction and dust control purposes.
- Notify County of Hawaii Department of Public Works and Building Department of intentions to proceed with construction.
- Notify neighbors most affected by construction activity. Provide schedule information, nature of work and introduction to key personnel who may be helpful in the future.
- Post all necessary signage (i.e. Project sign, Safety Compliance signage, Authorized Personnel Only, etc.)
- Install security fence as necessary.
- Install required erosion control measures as deemed necessary by construction management.
- Install dust screen fencing when necessary.
- Organize site-specific safety manuals and all necessary postings.
- Schedule “Pre-construction” meeting with key subcontractors and TDI employees. Some of the “pre-con” meeting agenda topics include (but are not limited to) the following:
  1. Present and discuss construction schedule implementation.
  2. Understand project team hierarchy and related roles and responsibilities.
  3. Encourage regular and professional communication methods to avoid misunderstandings and counter-productivity.
  4. Access to project site requirements (i.e. egress / ingress, parking, project staging for subcontractors, etc.).
  5. Safety, behavioral and housekeeping requirements. Set regular tail-gate safety meeting schedules as required for subcontractors and TDI employees. Present in an accessible location safety meeting requirements and all employee postings as required by the State and Federal governments.
  6. Discuss heavy equipment maintenance and general operational requirements specific to project site.
  7. Present quality control philosophy and procedures (overall). Specific subcontractor requirements discussed outside of “pre-con”.
- Coordinate project layout. Dispatch competent Land Surveyor to set designated surveyed controls to allow civil work and foundation work to proceed per plan documents.
- Implement each subcontracted activity.
- As project commences, initiate, monitor and / or review the following:
  1. Request for Information (RFI) notices. Written dispatches to Project Manager / Architect regarding clarifications of drawings and specifications.
  2. Submittal Log – Monitor submittals and alternates, Owner / Architect approvals.
  3. Architect’s Bulletins. Track plan and specification changes.
  4. Procurement Log – Purchase Orders for material purchase tracking.
- Initiate “Owner, Architect, Contractor” meetings. Preferably as often as once a week. All parties of the OAC should regularly attend. Meeting agenda by TDI. Meeting minutes by TDI. Circulate all pertinent information produced by these meetings to the various parties for review and approval.
- Initiate weekly Subcontractor meetings to include (but not be limited to) the following discussion topics:
  1. Schedule updates.
  2. Coordination between sub-trades.
  3. Behavioral and housekeeping issues.
  4. Safety. Update and review fall protection plan and HAZCOM manuals.
  5. Plan document or specifications changes.
  6. Building Department inspection issues.
  7. Distribute project-wide information.
- Implement “tailgate safety” meetings for TDI employees. Agenda and attendance sheet documented by TDI supervisor.
- Manage all subcontractors to meet contract scope of work, schedule, and other requirements.
- Quality control inspection of site. Regularly schedule inspections and checklist procedures. See draft checklists.
- Establish and maintain “As-Built” drawing file / record. Document all underground utility installation. Horizontal and vertical locations. Map for reproduction and future reference purposes.

- Warranty, Bonds and Operations manual. Collect all equipment, fixture, appliance and miscellaneous apparatus operations and warranty information. Index and bind for presentation to the owner.
- Final inspection by TDI Finish Foreman and generation of in-house punch-list. Test and operate appliances, operate all special construction such as wine chillers, steam and sauna rooms, water features, swimming pools, spas, etc.
- Coordinate Final Inspections and obtain Certificate of Occupancy with the County of Hawaii.
- Presentation of product to client.
- Client punch-list.
- Warranty / Customer Service.

#### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES**

- 5 years' progressive experience in Foreman or Superintendent roles with a general contractor.
- Proficient in Microsoft Word, Excel, Outlook, and Project.
- Use of proper business protocol and grammar.
- Excellent written and verbal communication skills.
- Well-organized and self-motivated.
- Able to handle multiple tasks/projects and meet demanding deadlines.
- Able to accurately read plans.
- Skilled at coordinating, monitoring, and tracking various project documentation and technical issues.
- Have sufficient experience with commercial and residential construction practices, sequences, schedules, methods, products, etc.
- Work courteously and professionally in a team environment with tradesmen, subcontractors, vendors, inspectors, owners, clients, consultants, architects, and engineers.