



## **JOB PROFILE INFORMATION**

**POSITION TITLE** : **Superintendent**  
**LOCATION** : **Project Sites**  
**REPORTS TO** : **Site Manager**

### **SUMMARY OF ROLE**

The role of the Superintendent is to provide leadership and direction in providing direction for day-to-day construction project activities including the profitable execution of all field construction and fabrication projects.

### **KEY CUSTOMERS SERVED**

- Customers/Clients/Owner/Lessee
- Contractors and Sub-contractors
- Company Managers and Site Employees
- Purchasing and Estimating Groups
- Union Locals

### **KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED**

- Responsible for the project profit and loss statements.
- Responsible for the field construction and fabrication projects assigned to the Project.
- Promotes Health & Safety on the site and ensures all work is carried out in a safe fashion in accordance with legislated requirements and company policy.
- Carefully monitors all labour, material and equipment expenditures to maximize project profitability.
- Monitors and controls all overhead costs as set forth in the project estimate. Exercises restraint in overhead expenditures and ensure that actual overhead recovery meets or exceeds actual overhead spending.
- Ensures that the project is cash neutral by monitoring the cost-to-date, billed-to-date and paid date figures on the dollars report for each project within the branch.
- Coordinates and supervises all divisional functions in accordance with established Company Policy and Procedures.
- Works closely with the Central Purchasing Department providing input, lead-time, coordination and information in consultation with the Manager of Purchasing in accordance with the Company's established Purchasing procedures.
- Works closely with the Central Estimating Department and provides input concerning overhead, profit markups, and productivity analysis in consultation with the Manager of Estimating.
- Works closely with the Central Tool Crib providing lead-time, official tool and equipment requisitions, and coordination with respect to the requisitioning and return of tools and equipment.
- Provides Job Status Reports on a monthly basis for the project.
- Monitors all aspects of the project using all available reporting systems and be fully informed as to their status.
- Ensures that the project are phased and scheduled using the established Company Phasing and Scheduling systems.
- Ensures that the Company business systems are used on the project.
- Monitors and supervises the project using all available reporting systems and stays current on their progress status.
- Maintains full and complete communication with project staff and resources to ensure that information is properly communicated on a timely basis in regards to project issues and requirements.

- Promotes cooperation and effectively plans and utilizes all resources in meeting and maintaining the project flow.
- The following procedures are to be used and reinforced with all branch personnel on every project:
  - Basic Steps Package comprised of:
    - Basic Steps in Organizing a Job
    - Project Coordinator Procedures
    - Phasing Procedures
  - Scheduling Package
- Ensures responsibilities and accountabilities are carried out in a safe manner in accordance with Montgomery Industrial Services Limited safety policy/procedures, ISO 18001 standards and OSHA requirements.
- Ensures that environmental aspects within his/her sphere of responsibility are adhered to pursuant to ISO 14001 requirements.
- Performs such other activities and responsibilities as may be, from time to time, deemed necessary by the Area Manager.

### **PERFORMANCE CRITERIA**

- Maintain profitability of construction project activities
- Maintain excellent construction safety record
- Monitor and control area & divisional overhead costs
- Maintain the required level of skill and competence with the construction activities
- Identify, recommend training needs and develop staff
- Improve overall branch productivity
- Establishes and maintains high performance standards for branch and employees

### **PERSON SPECIFICATIONS**

#### **Knowledge and Education Requirements**

- Extensive experience as a General Foreman and/or
- Professional certification in project management through CCA gold seal program and /or
- Bachelor's degree in engineering or related field and/or
- Community college technologist/technician diploma

#### **Specific Experience or Skills**

- 10 - 15 years of direct construction industry experience including estimating, scheduling including at least 5 years of experience as a Project Manager or General Foreman
- Demonstrated ability to organize and manage construction site and projects of significant scope and complexity
- Must have strong technical, managerial, interpersonal and leadership skills
- Previous experience as a divisional manager or foreman
- Demonstrated understanding of project management software (MS Project, Primavera etc.)
- Possesses solid negotiating and conflict resolution skills
- 5 years staff supervision

#### **Personal Attributes**

- Well organized
- Strong result orientation
- Excellent communicator/interpersonal skills
- Team player
- Detail-oriented, but strategic thinker

- Excellent decision-making and problem-solving skills