



## **Position Title: General Superintendent**

### **Position Overview:**

The General Superintendent is fully accountable for the performance and overall field management for one or more heavy civil construction projects. This includes constant planning, organizing, scheduling and directly supervising assigned projects. Periodically, the General Superintendent will also operate and maintain heavy, motorized equipment as necessary to keep projects on track. The General Superintendent is directly responsible for meeting project schedules and the performance of the assigned projects' work.

### **Responsibilities:**

- Develop & effectively manage work plans and schedules
- Plan for and organize staff according to project requirements, including assigning proper personnel to specific tasks or components of projects
- Exercise wide discretion in directly or indirectly supervising multiple crews of 5-12 people (including operators, pipelayers and laborers)
- Complete & maintain project-related documentation & correspondence (field work orders, timesheets, daily reports, etc.)
- Conduct daily meetings with crews (to include scheduling and safety review)
- Collaborate with the project manager to ensure successful resolution of issues between the project plan & site execution on an ongoing basis
- Identify possible unforeseen work conditions early
- Coach and develop all lower-tier Wells Brothers' staff and assist in hiring and recruiting to adequately staff assigned projects
- Monitor quality control and hold crew members accountable for their installations
- Operate heavy, motorized equipment used in pipe laying and earth-moving operations, including, but not limited to, dozers, loaders, excavators, compactors etc. and other equipment to support project operations.
- Act as Wells Brothers' onsite representative with owners and owner's engineers at project meetings
- Interface and build relationships with subcontractors, suppliers, owners and engineers
- Ensure adherence to safe work practices and procedures
- Establish and maintain effective working relationships with those contacted in the course of work
- Identify safety hazards on site
- Maintain Wells Brothers' strategic outlook and core values

### **Necessary Skills:**

- Great leadership
- Ability to read and interpret construction plans and specifications
- Ability to shoot and calculate grades for cuts and fills
- Ability to establish working relationships with other employees, supervisors, and the public
- Resourcefulness, Self-motivation, and honesty
- Ability to manage against demanding schedules
- Very strong oral and written communication skills
- Exceptional professional judgment
- Ability to work effectively with a diverse workforce
- Ability to multi task and prioritize
- Ability to make independent judgments

- Analytical problem solving

## **Employment Requirements**

- will be subject of a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration
- must take and pass a drug test and will stay active in company testing consortium
- will be subject to e-verify
- This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

## **Desired Minimum Qualifications and Knowledge:**

- High School Diploma or GED
- Valid Driver's license
- Eight (8) years of directing heavy civil construction
- Twelve (12) years of heavy equipment operation
- Twelve (12) years of heavy equipment maintenance
- Traffic laws, ordinances, and rules involved in heavy equipment operation
- Occupational hazards and standard safety practices
- Operational characteristics of a variety of heavy, power-driven equipment
- Maintenance requirements of heavy, power-driven equipment

## **Supervision (Given and Received):**

- Will serve as leader of operators, pipelayers, laborers and subcontractors.
- Receive direct supervision from higher level management or supervisory staff.
- Directly reports to the project manager.

## **Working Conditions:**

- Environmental:
  - Outside weather conditions, exposure to dust and inclement weather
  - Works near moving mechanical parts
  - Exposure to vibration
  - Exposure to wet, hot and humid conditions
  - Noise levels are usually high
- Physical:
  - Use of hands and fingers to handle, feel or operate tools and equipment controls.
  - Reach with arms to access tools and equipment controls.
  - Must be able to stand, talk, and hear.
  - Good peripheral vision with proficient depth perception and the ability to adjust and focus.
  - Maintain physical condition appropriate to the performance of assigned duties and responsibilities such as: heavy lifting and climbing; operating motorized equipment and vehicles; work in confined spaces; work at heights; work around heavy construction equipment
  - Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
  - May be required to drive company vehicles to project sites located within a 120 mile radius of the company office
- Travel

- Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.
- Expected Hours of Work
  - This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 5:00 p.m., 45 hours per week. This position frequently requires long hours and weekend work.