



Schellinger Construction Company Inc.,

Project Superintendent – Job Description

Location	Various locations – extensive travel
Reports to:	Operations Manager
Direct supervisory responsibility:	Yes

Role Summary

Reporting to the Operations Manager, the Project Superintendent is responsible for on-site management of all phases of assigned projects, including: material and equipment, employees, subcontractors, ensuring that specifications are being met, and that work is proceeding on schedule and within budget. The Project Superintendent is also responsible for regulatory inspections, quality control, and job site safety.

Key Responsibilities

The responsibilities of the Project Superintendent include, but are not limited to:

Planning & Preparation

- Having a thorough understanding of the General Contract, each Subcontract, the contract drawings, and specifications
- Reviewing the project plans, including equipment, manpower, materials, quantities, quality control procedures, safety and security practices, temporary utilities, and staging areas
- In consultation with the Operations Manager, developing the Project Schedule and keep the schedules properly updated, and ensuring the project meets the various milestone dates.
- Verifying that each Subcontractor has completed their contractual requirements before beginning their work at the jobsite.
- Ensuring that all required permits or licenses have been obtained, and that the bulletin board is installed on which all required safety notices are posted.

Management & Operations

- Managing all operations, processes and personnel required to complete the construction phase of assigned projects, including:
 - Establishing and maintaining effective working relationships with the on-site employees and any external parties
 - Topsoil operations: stripping, stockpiling, placing and finishing
 - Dirt & gravel operations: pit development, scrapers, trucks, hauling, finishing, grades and material gradations
 - Ensuring materials have been ordered and monitoring their delivery status
 - Meeting projected production targets, quality specifications, and time lines
- Managing the performance of the Construction Crew and Subcontractors, which includes:
 - Performing an orientation process if they are new to the project site
 - Clearly communicating their responsibilities, and discussing the best way to work together to schedule crews, sequence activities, and resolve issues .



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- Working closely with the Operations Manager to resolve any issues, and schedule the project's resource needs in conjunction with the needs of other projects
- Performing as the lead contact for all external parties on the project site, including the client's project manager and regulatory bodies
- Collaborating with the Paving and Crushing crews to ensure their activities are scheduled and completed efficiently and effectively
- Working with the on-site mechanic or Shop Foreman to prioritize and complete equipment repairs and preventive maintenance
- Ensuring that all communications are done in a respectful manner, particularly during stressful situations

Safety & Compliance

- Ensuring that "Safety First" is understood and demonstrated by all project personnel, including:
 - Consistently assessing the project site for potential hazards or safety concerns, and ensuring crews are inspecting their work areas and equipment before use
 - Escalating any project safety issues, and ensuring these issues are resolved appropriately
 - Conducting weekly safety meetings
- Inspecting work to ensure that workmanship conforms to regulatory and contractual specifications.
- Enforce and comply with company safety policies, EEO policies, and standard company procedures.
- Attending the annual Foreman's meeting and OSHA training
- Discuss, document and address all EEO complaints immediately.

Administration

- Daily review of production reports
- Daily review and approval of time cards
- Reviewing pay estimates, and ensuring we have been paid for all work items
- Agreeing on quantities and amounts with the client's Project Manager

Requirements/Experience

- High School Diploma or G.E.D. preferred
- Have a current driver's license
- A minimum of 3 years managing D.O.T. highway projects for a heavy civil contractor.
- OSHA safety training
- Willing to work overtime, as required.
- Work schedule is weather dependent, so flexibility is required.
- Work is performed in an outdoor setting, which could include inclement weather, heat and cold, and exposure to dust and asphalt.
- Must comply with the company's drug and alcohol testing requirements.
- Successful applicant will be required to join or be a member of the Operating Engineers Union

Compensation and benefits offered with this role will be based on work experience and capability



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Schellinger Construction Company is a drug-free and Equal Employment Opportunity Employer.

For more information or to express your interest please contact Rob Koelzer at RobK@Schellingerconst.com or call him on (406) 892 2188.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.