



Bald Hill Builders
25 Walpole Park South #10
Walpole, MA 02081

Tel: 781-806-5951
Fax: 781-806-5952

Role: Superintendent

The Superintendent will be responsible to:

- Oversee, manage and direct all day-to-day job site activities
- Complete daily logs (reports) and maintains logs of key activities (such as inspections, concrete pours, deliveries, etc.), files and shop drawings (including taking daily photographs)
- Be familiar with and actively use ProCore to support daily role(s)
- Take, Store and Upload daily photographs representative of the days progress, calling particular attention to defects that require additional attention
- Review plans & specifications, bulletins, modifications, sketches, ASI's, RFI's, etc. and be intimately familiar with all project documents
- Prepare Project Plan and work with PM / PX on the development of the Construction Management Plan ("CMP") and Logistics Plan
- Direct field personnel according to the Project Plan, CMP and Logistics Plan, along with all company policies & procedures
- Communicate issues, events, performance and progress daily to the Project Team
- Report any problems promptly to the Project Team
- Establish and maintain relationships with clients and subcontractors
- Develop and maintain project schedule (using MS Project)
- Develop and maintain 3 Week Look Ahead Schedule
- Administer monthly schedule review meetings
- Ensure that all work is performed consistent with the contract documents and will meet or exceed client expectations
- Respond timely to Field Reports and/or Non-Compliant Reports ("NCR's"), calling particular attention to when and how defective items have been corrected
- Conduct municipal inspections (Federal, State and Local) and respond to open items within forty-eight (48) hours
- Develop and maintain logs for all inspections
- Develop and maintain logs for all permits (including subcontractor permits) for any work being performed
- Lead and ensure that all subcontractors participate in a safety pre-construction meeting prior to starting work on the project
- Ensure that all subcontractors have a site specific safety plan (including a full set of MSDS sheets) on the project
- Review the project daily to insure that all activities are being performed in accordance with all OSHA guidelines
- Ensure that all work is being performed in a quality and workmanlike manor
- Provide subcontractor oversight and Site Management throughout the Project
- Work with The Project Team and Project Executive / Project Manager to provide labor forecasts
- Prepare material take-offs and order materials
- Manage the quality and condition of all material deliveries
- Provide building layout and coordination

Version 2.0 (last updated 8/1/18)

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- Provide oversight in / and be generally familiar with general carpentry activities (including but not limited to installation of LGMF, GWB, DFH, ACT and finish carpentry, etc.)
- Oversee direct labor performing LGMF, GWB, DFH, ACT, finish carpentry, and general labor
- Manage all phases of the construction process including documenting and reporting site activities and progress
- Administer weekly subcontractor coordination meetings, including the production of meeting minutes (using ProCore), and action / BIC lists
- Attend Owner-Architect-Contractor ("OAC") Meetings
- Ensure that construction documents are maintained and current at all times, including the production and tracking of As-Built Documents
- Develop Worklists and follow-up as necessary to ensure timely completion
- Review and administer Punchlist to ensure timely completion
- Assist PM in preparation of Exhibit B's (Scopes of Work). Be intimately familiar with each subcontractor's scope for its proper execution
- Review and administer Daily Slip work by subcontractors, including validation of Time & Material ("T&M") and the verification that scope was not included in their Exhibit B
- Fill-out and maintain Daily Job Work Orders ("JWO's") for any T&M work (whether in-house or not), including cost coding for the respective work
- Review submittals for compliance, including verification of field conditions and dimensions
- Identify any "out of scope" work items and promptly inform Project Team ASAP!
- Determine when additional information is required and submit Requests for Information ("RFI's") accordingly
- Review sub RFI's and (i) respond internally when possible; (ii) coordinate / review with Project Team; (iii) submit RFI; and (iv) make recommendations as appropriate
- Assist Project Team with the monthly Forecast (specifically items such as temp. labor, dumpsters, temp safety, temp protection, etc.)
- Obtain and/or coordinate required permits for local, state and federal agencies (including hot works permits, street & sidewalk rentals, dumpster permits, etc.)
- Report any problems or concerns promptly to the Project Team (within 24 hours of learning of issue). Elevate concerns to VP of Ops for any issue that will affect the project completion (within 48 hours)
- Wear BHB Uniform (tan pants and black monogrammed shirt and/or jacket) at all times, including the use of safety equipment, as appropriate
- Ensure site coverage whenever subcontractors are on site (including off hours and weekends). To extent Superintendent is unable to provide coverage at any time, ensure that substitute arrangements have been made

The Superintendent will report to the Director of Construction and will work in concert with the Project Team assigned to their project(s)

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Qualifications: A Superintendents shall:

- Have a Bachelor's Degree in Civil Engineering, Construction Management or related disciplines is required or the equivalent field experience
- Have 5 -10 years of experience in related construction fields
- Have a current MA Construction Supervisors License
- Have an OSHA 30 Certificate
- Be hard working, passionate, and have a high degree of integrity. Professionalism and quality mindedness are essential for this role
- Have excellent team development skills and leadership abilities
- Be committed to excellence
- Be self-motivated and self-confident
- Possess effective communication skills
- Be capable of dealing with ambiguity and tight work oversight
- Be able to constantly multi-task and handle competing priorities while maintaining excellent client relations
- Possess business judgment to negotiate the critical balance between budget and construction processes
- Have excellent organizational skills to manage the many details necessary for successful construction
- Have judgment to know when to appropriately escalate issues up the chain of command
- Have excellent management skills to effectively manage subcontractor performance to high quality
- Be a quick study and be capable of responding to complex issues
- Have excellent problem-solving skills and the ability to take action confidently and decisively
- Be willing to wear a uniform consisting of OSHA approved footwear, hardhat, tan pants and monogrammed shirts / jackets
- Have a working vehicle and a clean driving record
- Be computer literate and be comfortable with MS Office solutions including MS Word, Excel & Project
- Be knowledgeable of Construction Management software (such as ProCore, ProLog, Timberline or Contract Manager) and be willing to learn and utilize Construction Management software in the execution of their daily role(s) & deliverables
- Be computer literate and willing to use laptops, tablets & smart devices in their daily role(s) (including email, and pdf software)

****END****

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