

PANTHEON COMPANY

ASSISTANT SUPERINTENDENT POSITION PROFILE

1. Assistant Superintendent shall be responsible for and/or check for:
2. Proper signs posted: job sign, hard hats, safety, equal opportunity, OSHA, wage rates, emergency phone numbers, etc.
3. As-built plans being updated daily.
4. Subcontractor compliance with plans and specifications and jobsite quality control, paying attention to change orders and addendums.
5. All required inspections being made: local building inspectors, Owner inspections and Architectural inspections.
6. See that each subcontractor is having a job properly manned to comply with schedule.
7. Each subcontractor to know what project requirements are expected of him each week.
8. All materials being properly stored, protected and secured.
9. Assist Superintendent in scheduling and planning.
10. Proper materials as specified being used, are they on job as required, both material being purchased by (Company) and subcontractors.
11. Project overall cleanliness, trash removal being kept up and procedures for clean-up. Is sub doing their part?
12. Safety violations and compliance with all safety requirements.
13. Subcontractor coordination.
14. Temporary power, water and job access adequate.
15. All Architectural Field Orders are recorded and being complied with, as well as all other instruction from Home Office.
16. Problem areas and discuss solutions and options.
17. Individual subs and problems and solutions for each sub.
18. Subs holding up progress of job and why.

Initials

PANTHEON COMPANY

19. Kind of labor Pantheon Company has on project and is it necessary.
20. Proper protection of finished work, floors, painted finishes, millwork, equipment, etc.
21. Conservation of temporary power, lights turned off and thermostats that are not required.
22. Check all subcontract work items (i.e., dimensions, level, plumb, material) for accuracy on all rough-in and finish construction.
23. Work with all subcontractors to complete their punch list items.
24. Turn over completed buildings/units to property management.
25. Assistant Superintendent to write down all Superintendent directives on jobsite and to travel with Superintendent on job tours with pad and pencil. Memory will not work.

ASSISTANT SUPERINTENDENT IS NOT TO BE A TRAILER JOCKEY

Print Name: _____

Signature: _____

Date: _____