

PANTHEON COMPANY

SUPERINTENDENTS' POSITION PROFILE

Superintendent shall be responsible for and/or check for:

1. Proper signs posted: job sign, hard hats, safety, equal opportunity, OSHA, wage rates, emergency phone numbers, etc.
2. Job trailer cleanliness, neatness, contracts and documents properly filed.
3. Daily reports and schedules to be filled out properly and submitted timely.
4. Proper coding on delivery tickets and returned to Home Office timely.
5. Subcontracts and purchase orders to be filed with all change orders attached.
6. Superintendent to perform work for shop drawings, review contract change orders, all addendums updated in plans and specifications. Check for latest revised plans. Maintain "as-built" drawings for Owners records upon project completion.
7. As-built plans being updated daily.
8. Monitoring all long distance phone calls.
9. Superintendent to receive and file all correspondence pertaining to project.
10. Superintendent to conduct production and safety meetings weekly with Subcontractors.
11. Subcontractor compliance with plans and specifications and jobsite quality control, paying attention to change orders and addendums.
12. Call Project Manager to order materials critically needed on project.
13. Call Project Manager to get office supplies needed or other equipment.
14. Return rental equipment immediately after use. No excuse for lost equipment.
15. All required inspections being made: local building inspectors, Owner inspections and Architectural inspections.
16. Assistant Superintendent, if required, being instructed and used properly, and being assigned responsibility.
17. Payroll being sent to Home Office timely and checking for number of people on payroll and justifying same. Periodically disburse paychecks.
18. All test reports being sent to jobsite and file being kept for them. Also, are all required tests being performed.
19. Superintendent being knowledgeable about all specification divisions and that he reviews and checks subcontractor's compliance with plans and specifications.
20. See that each subcontractor is having job properly manned to comply with schedule.
21. Each contractor to know what project requirements are expected of him each week.
22. Color schedule and hardware schedules being complied with.
23. All materials being properly stored, protected and secured.

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24. Superintendent scheduling and planning his work.
25. Proper materials as specified being used, are they on job as required, both material being purchased by Amerwest and subcontractors.
26. Project overall cleanliness, trash removal being kept up and procedures for clean-up. Is sub doing their part?
27. Safety violations and compliance with all safety requirements.
28. Subcontractor coordination.
29. Superintendents' business relationship with subs and suppliers.
30. Review job cost codes for proper understanding and coding. Labor and material coding must be correct.
31. Temporary power, water and job access adequate.
32. All Architectural Field Orders are recorded and being complied with, as well as all other instruction from Home Office.
33. Call Project Manager to coordinate and approve purchases of small tools and other non-purchase order items.
34. Problem areas and discuss solutions and options.
35. Individual subs and problems and solutions for each sub.
36. Accident reports and proper notification to Home Office.
37. Reporting to insurance company any theft, vandalism, acts of God or any other items recoverable by insurance. Obtain Police Report, if applicable.
38. Superintendent being aware of progress schedules and adhering to them.
39. Disagreements between subs and superintendent. Try and negotiate difference to eliminate change orders.
40. Subs holding up progress of job and why.
41. Kind of labor Amerwest has on project and is it necessary.
42. Proper protection of finished work, floors, painted finishes, millwork, equipment, etc.
43. Conservation of temporary power, lights turned off that are not required.
44. Review this list with Project Manager and discuss compliance.
45. Superintendent to write down all Project Manager directives on jobsite and to travel with Project Manager on job tours with pad and pencil. Memory will not work.
46. Assist in the solicitation of proposals from qualified subcontractors. Submit proposals to project manager for review.
47. Review all subcontractor contracts to identify the scope of work to be performed by each trade (including cleanup)
48. Maintain project schedule and budget(s).

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- 49. Insure quality standards throughout project on all phases of work.
- 50. Assist all trades in the performance of their work to avoid mistakes.

SUPERINTENDENT IS NOT TO BE A TRAILER JOCKEY

Signature: _____

Date: _____

Print Name: _____