



## **SUPERINTENDENT JOB DESCRIPTION**

As project Superintendent you are the representative for Bethlehem Construction, Inc.; you must always set a good example for your crew and your attitude toward the job can affect the owner's opinion of the company. Superintendent responsibilities include:

- Be certain Bethlehem Construction, Inc. is putting out a quality product.
- Have a clear understanding of the project and owner's goals; question details that do not seem right and get clarification from the Project Manager.
- Communicate with the owner and Project Manager frequently. Get recommendation from the Project Manager if a problem arises; only the Project Manager can agree to changes in the work.
- Be the liaison between the Project Manager and the work crew.
- Coordinate, order and be responsible for all project resources, including manpower, materials, tools, equipment and subcontractors needed to produce the project.
- Supervise each aspect of the project in progress. Keep schedule sequencing on track.
- Be aware of and follow project budgets and estimates, watch costs closely.
- Research prices for supply purchases, equipment costs, and equipment rentals.
- Use proper forms for reporting various items; i.e., purchase order books, equipment rentals, project status reports, etc. Job cost coding must be marked on all purchase orders, invoices, and time cards on the project.
- Purchase orders and invoices must be submitted to the Project Manager for approval, and job cost code checking on a weekly basis; work with the Project Manager so billings can be prepared by the 25<sup>th</sup> of each month.
- Conduct safety meetings at each job site on a regular basis. Always be alert for safety issues and adherence to our safety program by all employees under your supervision.
- Additional duties as assigned by the President, Vice-President, and/or Project Manager.

I have read the above and agree to perform according to this Job Description.

Employee Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date