

## **THE ROLE OF THE ON SITE SUPERINTENDENT**

To organize and manage the on-site operations of the project. Including subcontractors labor and materials per the Hillhouse project responsibility outline. To assure the success of our total quality management goals, that we maintain our image and that we are successful at creating satisfied customers. Therefore ensuring that the customer would prefer to work with Hillhouse on their next project.

To work closely with the project manager on all critical project decisions. To be a role model for Hillhouse codes of conduct and performance standards. To participate in Hillhouse management meetings and engage in open and constructive discussions of our issues. The superintendent is an operational link between Hillhouse and our customers.

## **THE EXPERIENCE OF THE ON SITE SUPERINTENDENT:**

Experience is consistent with the types of projects being managed. No less than five years of on-site project supervision experience.

### New Construction

- ◆ Wood frame
- ◆ Concrete Tilt up
- ◆ Concrete poured in place/stressed
- ◆ Steel frame
- ◆ One to three story construction
- ◆ Three to eight story construction

### Seismic and Structural Retrofit

- ◆ URM retrofit
- ◆ Concrete structure
- ◆ Steel structure
- ◆ Wood structure

### Interior Improvements:

- ◆ High Tech, H occupancy rooms

- ◆ Computer rooms
- ◆ High purity clean rooms
- ◆ Manufacturing and assembly facilities
- ◆ Industrial machining facilities
- ◆ General office
- ◆ Executive office

## **THE KNOWLEDGE OF THE ON SITE SUPERINTENDENT**

### Specific knowledge

- ◆ Building codes
- ◆ On-site construction supervision
- ◆ Estimating (intermediate)
- ◆ Safety
- ◆ First Aid, CPR and asbestos certified
- ◆ Blue print reading
- ◆ Scheduling: CPM, Gant chart
- ◆ Computer Skills: Word processing, scheduling, database (basic)

## **THE PERSONAL SKILLSET OF THE ON SITE SUPERINTENDENT**

### Personal Skills

- ◆ Communication skills
- ◆ Listening skills
- ◆ Problem solving skills
- ◆ Negotiation skills
- ◆ Motivation skills

- ◆ Time Management skills
- ◆ Crisis Management skills
- ◆ Speaking and presentation skills
- ◆ Teamwork and relationship building skills
- ◆ Proactive personality
- ◆ Writing skills (i.e. spelling, punctuation, grammar)

#### **INNEROFFICE SUPPORT FOR ON SITE SUPERINTENDENT**

- ◆ For all On Site Superintendent issues, the immediate supervisor is the Project Manager
- ◆ Directly manage all field labor
- ◆ Clerical support directed through office manager and provided by clerical personnel

#### **LEVEL OF AUTHORITY OF THE ON SITE SUPERINTENDENT**

- ◆ Daily schedule, personnel and performance decisions for the project
- ◆ Disciplinary warning notices, citations and suspension for performance and safety issues as required

#### **LIMITS OF AUTHORITY OF THE ON SITE SUPERINTENDENT**

- ◆ All monetary decisions are approved by the project manager prior to purchasing, budget allowances as set forth on a per project basis (i.e. tour allowance, materials, misc.)
- ◆ Hiring and termination of Hillhouse is handled by the Project Manager