



SUPERINTENDENT

MINIMUM YEARS EXPERIENCE: **5 Years Plus**

REPORTS TO: **General Superintendent**

WAGE: **Start \$27.00 - \$34.00 / HR, Based on Experience Structured Bonus Plan based on individual performance 2 Weeks Paid Vacation (10 Days) - After 90 Days Employed 7 Days Paid National Holidays - After 90 Days Employed**

PRIMARY PURPOSE:

The Jobsite Superintendent will be responsible for effectively planning, scheduling and supervising the jobsite work crews and subcontractors crews, to complete work on time, within budget and to the quality specified by Raynor Standards/Project. In the performance of this function, the Superintendent is responsible to protect and promote the interest of Raynor Group in all matters. The Superintendent is accountable for the economical and efficient use of Raynor resources, materials and field personnel on all jobs assigned to him.

MAJOR RESPONSIBILITIES & DUTIES:

LAYOUT, SCOPE, SCHEDULE & SUPERVISION

- Must be able to read prints and layout walls in accordance.
- Understands Raynor Scope and reports EXTRA WORK to PM.
 - Completes EWA Tickets as required and send to the PM (Hard Signed Copy to Wayne).
- Completes Action List as required to report barriers to our production (Submitted to PM/Wayne)
- Keeps Daily Logs of time and personnel on site, deliveries and changes in scope of work.
- Maintains Foreman's Manuel (Black Folder) as provided by PM (Checked by Gen Super Weekly).
- Maintain Work Schedule as set forth by Project Manager & General Superintendent.
- Supervises Other Raynor Foremen Level I and Level II working under their authority.
- Coordinates with other Raynor Plaster Foreman and Crews. Takes lead with client.
- Main point of Contact "Raynor Voice" for Client field personel/superintendent.



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LABOR

Oversee crews working under their authority, which may include subcontractors.

Maintains time reporting regarding hours worked for **Raynor & Subcontractors** and reports these to General Superintendent.

Sub Tracker Sheets are to be filled out daily by the foreman and initialed by the subs foreman on the job. Both the foreman and the subs foreman are to sign and dated at the end of the work week. Sub Tracker due Sunday Night of each week.

Help Subcontractor make their economic goal for the project.

MATERIAL

Capable of looking ahead **2 WEEKS** to plan work load, including ordering the proper materials, access, tools, fasteners and safety equipment required to complete the needed task.

Calls in Materials to Supplier as needed (PM to order 80% Metal Order)

Verify material received from supplier - amount and back-orders.

Help Raynor Delivery Driver Unload material.

Organize your materials. All useable lath trims, framing material and drywall are to be left together in a central location after each task.

SAFETY

Understands OSHA standards and facilitates a safe work environment.

Conduct "Heads Up/Tool Box Talk's Safety Meetings on Friday morning with sign in sheet for all workers present. Record of Safety meeting to be kept in Job Folder

Maintain a safe and clean job site. Major clean up to be done every Friday. Subs are to take trash to central location and Raynor employee will be responsible for getting it into the dumpster.

Inspect and tag scaffold Daily.

QUALITY / PUNCHLIST

Be capable of preparing and completing punch lists to quality control Raynor Scope.

Identifies bad quality of workmanship and takes measures to stop the ongoing issue.



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MEETINGS

Attend GCs Weekly Subcontractor Coordination Meeting and document meetings.

Attend the following Planning Meetings:

Monthly Foreman's Meeting (3rd Thursday of Month)

Project Resource Planning Meeting

Client Pre-Construction Meeting

Project Post Mortem Meeting

KEYS FOR SUCCESS (Quarterly Review):

Meets budget production goals for projects.

Completes jobsite paperwork in an orderly, timely fashion.

Minimizes punch list by attention to quality control. Doesn't have "go-backs".

Identifies key Raynor employees and Promotes Lower Level Supervision.

Employee Acceptance: _____

Rate: _____

Date: _____