

Duties and Responsibilities for Field Superintendents

Organizational Skills

- Understand and can work with the processes (RFI, Submittals, Daily Reports) in accordance with Bognet policy/procedures.
- Teach and assist subordinates.
- Directs the flow of work in a manner that the project schedule warrants.
- Communicates the priorities of the project to the subcontractors and field staff.
- Understand the flow of communication (written and verbal) within the project and follow it in accordance with Bognet standards.
- Manage the punch list and closeout process through Owner/architect acceptance.
- Coordinate with the Project Manager regarding changed conditions notifications.
- Maintain a daily diary/log of all activities and site conditions.
- Can delegate responsibilities as necessary in order to maintain work deadlines.
- Understand the use of a computer in the management of the paperwork on the project.

Construction Operations

- Understand the basics of construction layout.
- Understand the proper methods and sequence of installation and ensure compliance.
- Fully understand how to read drawings/specifications.
- Solve scope of work problems in conjunction with the Project Manager.
- Help develop/define the scope of work of each subcontractor.
- Work with the Project Manager in formulating the project schedule.
- Understand top quality standards and ensure compliance.
- Make schedule commitments and follow through with them.
- Understand and manage the occupancy process.
- Develop a good working relationship with the county/city, and 3rd Party inspectors.

Subcontractor relations

- Maintain a good working relationship with all subcontractors on the project.
- Maintain relationships with the subcontractor community which allows for new work.
- Ensure the subcontractors are treated fairly.
- Take responsibility for the punch list and closeout process to allow for timely final payment to the subcontractors.

Financial/Risk Management

- Assist the Project Manager in monitoring project cost to ensure profitability.
- Ensure daily documentation of the daily reporting.
- Ensure complete and accurate daily documentation of work orders/tickets.

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- Assist the Project Manager in the monthly pay application process to help ensure accurate percentage complete.
- Fully understand the subcontractor's scope of work to avoid unnecessary change orders-take part in a scope of work meeting with subcontractors.
- Understand the Bognet Subcontractor Agreement
- Understand the terms and conditions of the Owner contract.
- Communicate subcontractor issues promptly to the Project Manager.
- Identify problems early and act immediately to provide solutions.

Project Planning

- Formulate the project plan with the Project Manager to ensure compliance with all project requirements.
- Develop and organize the field team.
- Coordinate/administer the punchlist process through completion.
- Identify long lead items that need to be expedited through the project schedule process.
- Teach subordinates in the project planning process.
- Arrange for temporary facilities / utilities for the project site.

Project Safety

- Assist the Project Manager in managing any OSHA inspections.
- Become certified in CPR and first aid.
- Take and complete the OSHA training course.
- Understand and administrate the company/project safety plan.
- Ensure all subcontractor safety programs are received.
- Ensure all accidents are handled in accordance with Bognet safety procedures.

Additional Areas

- Demonstrate adherence to and performance in keeping with the goals of Bognet's Equal Employment Opportunity Policy and Affirmative Action obligations.
- Ability to express opinions and ideas, both verbally and in writing, in a clear concise manner.
- Ability to listen.
- Leadership: Ability to influence other individuals, directly or indirectly.