



Primary Responsibilities – Project & Senior Superintendent – Functions and outcomes for which you are ultimately responsible for.

- ☐ Manages project subcontractors and provides direct leadership for project planning, coordination, sequencing and site utilization.
- ☐ Exhibits a thorough knowledge of interior commercial construction practices and a deep understanding of construction documents
- ☐ Execute layout, alignment and installation of all project elements
- ☐ Consistently maintain a clean and organized project site
- ☐ Manage project site safety and quality control
- ☐ Physically operate on assigned project site at appropriate times based on scope of work
- ☐ Actively engage in problem-solving with subcontractors, architects and clients
- ☐ Extensive understanding of local jurisdiction, required inspections and inspector requirements
- ☐ Manage costs related to field execution of approved scope of work
- ☐ Maintain positive working relationship with all project team members
- ☐ Regularly respond to email, text and phone communication as required by project
- ☐ Upholds Pacific Builders Values in all actions and decisions

Primary Responsibilities – Senior Superintendent

- ☐ Consistently and effectively executes all tasks above
- ☐ Consistently and successfully completes projects up to +\$25M in revenue
- ☐ Develops business and maintains key relationships with building personnel, end users and architects
- ☐ Develops Project Superintendent's and Assistant Superintendents through supervision, training, coaching and mentoring

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Secondary Responsibilities - Functions or outcomes that others are responsible for, but you are regularly consulted or provide input to.

- ☐ Support office staff related to RFI's, submittals and project meetings
- ☐ Communication of issues/concerns to client and architects

Vital Few - Primary people/roles directly responsible for helping you drive the functions and outcomes you are primarily responsible for.

Create environments that enable professionals to better benefit those they serve

PREPAREDNESS – CONSISTENCY – RESPECT



- ☐ General Superintendent
- ☐ Project Manager/Senior Project Manager/Project Executive
- ☐ VP Construction

Information - Specific information inputs that go into your ability to effectively execute your role responsibilities.

- ☐ Current and complete construction documentation
- ☐ Contracting of qualified subcontractors
- ☐ Current and accurate project schedules
- ☐ Reliable access to technology both in the office and field

Professional skills, personal characteristics and or certifications required to be successful in this role.

- ☐ Ability to plan, pivot as necessary and execute work
- ☐ Ability to foresee future issues before they arise and finding ways to mitigate them now
- ☐ Ability to think 'outside the box' when encountering problems on the project
- ☐ Experience in all aspects of construction (framing, windows, doors, millwork, tile, etc.)
- ☐ Self-starter with significant attention to detail and able to operate under pressure
- ☐ Technology proficient. Microsoft Office products, Procore, Bluebeam, etc
- ☐ Interpersonal skillset
- ☐ Ability to separate personal relationships from professional relationships
- ☐ Knowing when to ask for help
- ☐ Ability to effectively manage people / situations
- ☐ Ability to read and comprehend drawings

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