



### Job Description

01/05/2022

**JOB TITLE:** General Superintendent

**DIVISION:** Carpentry

**REPORTS TO:** VP of Carpentry

**SALARY RANGE:**

**EFFECTIVE DATE:** 1/5/2022

#### **SUMMARY:**

The General Superintendent will lead and direct the routine day-to-day operations on the jobsite as assigned and instructed by the division leader for the assigned jobs. This shall include, but not be limited to; enforcing company policies and practices, managing work product produced, managing material use on the job, and managing schedule and time of staff for successful project delivery.

#### **DUTIES AND RESPONSIBILITIES:**

- Team leadership and management
- Pre-job evaluation and deep dive for project field success
- Administrative and reporting for job conditions and success to division leader and Project Management
- Incorporates best Material Requirements Planning (MRP) systems and other production activity control techniques to reduce excess inventory, overtime, labor and other waste streams as measured against project budget and schedule.
- Establishes and maintains a safe work environment through ensuring compliance of OSHA and other Government safety rules and regulations, conducting periodic safety training with our Director of Safety.
- Managing the jobsite and work product of staff and subcontractors in accordance with the ZSI process and procedures for project excellence and delivery
- Hires, trains, supervises, motivates, and develops ZSI field staff on the jobsite; manages schedules and workflow.
- Keeps up to date on overall activities of the company, identifying problem areas and taking corrective actions with division leadership where applicable and within scope.

#### **SUPERVISORY RESPONSIBILITIES:**



# ZEBBY SULECKI, INC.

## CONSTRUCTION SPECIALISTS

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- Directly supervises employees as designated within the represented jobsite divisions, in accordance with the organization's policies and applicable laws.
- Responsibilities include training, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### EDUCATION AND EXPERIENCE:

- Associate degree in Construction Management preferred
- A minimum of three years of foreman or construction management experience required.
- Thorough understanding of construction principles and practices, including workflows, subcontractor relationships, and osha and safety compliance.
- Lean Construction Principles training and experience preferred
- Proven leadership and business acumen skills, with strong interpersonal skills.
- Demonstrated proficiency in supervising and motivating team members.
- Good judgement with the ability to make timely and sound decisions.
- Creative, flexible, excellent written and verbal communication and presentation skills.
- Ability to work with all levels of management on the jobsite from PM to Foreman.
- 10 hour OSHA required/30 hour OSHA preferred
- CPR First Aide certification preferred

### COMPETENCIES:

|                  |                  |                |             |
|------------------|------------------|----------------|-------------|
| -Problem Solving | -Teamwork        | -Delegation    | -Personable |
| -Leadership      | -Managing People | -Diversity     | -Meticulous |
| -Ethics          | -Adaptability    | -Dependability | -Innovative |

### PHYSICAL REQUIREMENTS:

- Prolonged periods of standing.
- Must be physically able to perform construction-based tasks onsite.
- Some field work as needed and instructed per job requirement and job completion

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_