



**Job Title:** Project Superintendent

**Primary Objective:**

The Project Superintendent is responsible to oversee jobsite activities, including but not limited to: organizing, planning and scheduling materials; directing people and work activities; performing site inspections; and, enforcing safety procedures, in the most efficient and timely manner in order to maximize profits for the projects to which he/she is assigned.

**Essential Functions, Duties and Responsibilities**

- Recognize and communicate to Project Manager any priority projects or problems
- Responsible for being on site prior to and after normal starting time to prepare for work to be completed
- Ensure that proper safety and incident reporting procedures are followed
- Coordinate, direct and lead workers engaged in construction activities. Assign work to employees, using material and worker requirements information
- Supervise crews to obtain top quality workmanship, efficiency, employee satisfaction, morale, communication, commitment, teamwork and pride
- Regularly communicate with other staff about needs on assigned jobs
- Relate to the public and to customers in a professional, courteous and respectful manner, appropriately responding to their complaints
- Complete required paperwork and documentation (Daily Logs, Goals Sheets, Timecards, Extra Work Authorizations, Safety Related Documentation, Others as needed)
- Provide oversight at various jobsite locations and on various shifts (1st, 2nd, or 3rd shift) as needed and as assigned
- Must be willing to travel for job assignments as needed.
- Ability to perform other job-related duties as assigned.

**Contacts**

Frequent contact with subcontractors, trade workers, other project superintendents, estimators, project managers, customers, and members of the public.

**Knowledge, Skills & Abilities**

- Requires minimum of 4 years of supervisory experience, preferably in the construction industry or related field
- Knowledge of administration and management needs in the construction industry. Must be able to plan, allocate resources, manage production, and coordinate people and equipment
- Knowledge of materials, methods and the tools involved in construction
- Strong coordination, time management, active listening, oral and written expression and comprehension, critical thinking and reasoning skills
- The ability to determine when something is wrong or is likely to go wrong- to recognize problems when they occur and to work toward the solution of those problems
- Exercise good judgment that has considerable impacts on the project and organization
- Ability to create cut lists and material take offs
- Maintain good working relationships with the public and fellow employees
- Strong understanding and expression of written and verbal English sentences and paragraphs in work-related documents.

- Ability to observe potential hazards and adhere to safety regulations
- Perform heavy manual tasks under varying weather conditions
- Read and work from construction specifications or blueprints
- Experience and training must include methods, techniques, equipment and hands-on experience in a supervisory position

### **Working Conditions**

Work is regularly performed in outside weather conditions, including rain and extreme heat, near moving mechanical parts and includes occasional exposure to wet and/or humid conditions. May be exposed to uncomfortable or distracting sounds or noise levels on sites of projects being managed or coordinated. Travel and ability to work various shifts required, determined by project location and schedule. When working on site, will be required to wear common protective or safety equipment, such as safety shoes, glasses, gloves, hearing protection, hard hats, etc.

### **Physical Requirements**

- Must be able to perform all essential functions of the job with or without accommodation.
- Must be able to work in a variety of physical positions, including sitting, standing, walking, and driving.
- Ability to lift, pull, and push materials and equipment weighing approximately 50 pounds on a frequent basis
- Essential functions, as defined under the Americans with Disabilities Act, may include the above noted tasks, knowledge, skills, and other characteristics. This list of tasks is not a comprehensive list of all functions.



# Application: Employment Application

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

## PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

**If yes**, please provide company names and details \_\_\_\_\_

Can you work any shift? Yes No

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  
Yes No

## EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?  If so may we inquire of your present employer? \_\_\_\_\_

## REFERRAL SOURCE

How did you hear about us?  Walk In  Advertisement/  Referral  Other

Have you ever worked for this company before? Yes No Explain \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_Yes \_\_\_No If yes, who? \_\_\_\_\_

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	

---

Reason for leaving

---

From

To

Employer Name

Telephone

---

Job Title

Address

---

Immediate supervisor and  
title

Summarize the nature of  
work performed and job  
responsibilities

---

---

Reason for leaving

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_

Computer Skills (please describe):

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

---

Name

Address, Phone, Email

Company

Years Acquainted

---

1

---

2

---

3

---

**Please read carefully before signing.**

Veneklasen Construction is an equal opportunity employer. Veneklasen Construction does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation Veneklasen Construction to hire me. If I am hired, I understand that either Veneklasen Construction or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Veneklasen Construction has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Veneklasen Construction true and complete information on this application. No requested information has been concealed. I authorize Veneklasen Construction to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_