

Catalyst Construction Superintendent Job Description

At Catalyst Construction, there are several values that drive our operations and are essential characteristics that we look for in potential employees. We value transparency, relationship, and excellence in stewardship on behalf of the company and our clients. We look for candidates who exhibit humility, hunger, and emotional intelligence. We strive for high levels of client satisfaction, team health, and quality of work. All of these characteristics are essential regardless of the role an employee plays on our team. The following detailed job description explains the role of a Superintendent at Catalyst.

Superintendents at Catalyst are responsible for the overall success of field operations on the projects they are assigned to. Superintendents have direct oversight of anyone on the jobsite. A Superintendent's primary responsibilities include safety, schedule, and quality. Project Managers at Catalyst typically work in the office while Superintendents are on the jobsite each day. While Superintendents work with their tools from time to time, the main strength of a Superintendent lies in the ability to manage and direct. The Superintendent will regularly be communicating with our trade partners to make sure manpower and materials are coordinated in a manner that aligns with the schedule. He (or she) must be able to relate well with all parties to the contract to navigate the daily challenges a construction project imposes.

Catalyst Superintendents prioritize client satisfaction. The client needs to know at all times that they are our most important client. A strong Superintendent learns the unique characteristics of each client and effectively caters to their needs and preferences in alignment with the project constraints including budget and schedule.

Catalyst has high expectations for employee professionalism. Superintendents need to look professional, be honest, have integrity, and assure that our projects are constructed with a high degree of quality. Conversations and communications must be carried out in a respectful, appropriate, and professional manner. As the main point of contact on the jobsite, the Superintendent needs to be approachable, organized, and able to effectively communicate between the trades, the owner, and the Catalyst office. The Superintendent reports directly to the Project Manager and must keep him informed of all relevant project-related issues and conditions.

Superintendents participate in regular weekly meetings at the jobsite. They assist the Project Manager with running these meetings and are prepared to discuss progress, schedule, submittals, changes, and safety. Superintendents also participate in regular Owner/Architect/Contractor (OAC) Meetings where they assist with the same information.

Catalyst uses ProCore project management software on most of our projects. Superintendents need to become proficient with the use of ProCore as much of the jobsite documentation is processed and stored there. Superintendents work together with the Project Manager to coordinate RFI's, Change Orders, and As-Built Documents. Superintendents must be familiar with all trade partner contracts and purchase orders so they are aware of who is responsible for each scope of work. They are also responsible for collecting and approving Daily Work Orders from trade partners when additional work is authorized. The Superintendent produces Daily Field Reports tracking progress and other pertinent project information as well.

Superintendents are responsible for jobsite appearance and staging. Regular housekeeping is essential for a safe and successful project. The Superintendent must coordinate regular job cleaning, organization, dumpsters, temporary facilities, material deliveries and staging, and adherence to EPA Stormwater Pollution and Prevention Plan requirements including maintenance and documentation.

The Superintendent must be an expert at reading and understanding project documents. He must study the drawings and read all specifications. He must know the architectural and structural details inside out and develop an understanding of MEP details and systems. All changes must be noted so the jobsite drawings stay current.

The Superintendent is the person primarily responsible for the Project Schedule. He develops, implements, monitors, and updates the schedule weekly. One of the main focuses from day to day is making sure that work being placed is in line with the schedule and informing the Project Manager of any concerns as they arise. Daily, weekly, and monthly goals are established and tracked. Catalyst Construction utilizes lean construction principles including pull planning. Superintendents are trained in this scheduling method and are expected to utilize it.

Last, but most certainly not least, the Superintendent carries the primary responsibility for jobsite safety adherence. The Superintendent is the glue to a successful safety program. He must insure that all OSHA regulations, owner regulations, and Catalyst Safety Plan standards are adhered to. The Superintendent monitors the jobsite daily, insures all accidents are reported and recorded appropriately, completes Catalyst's Construction Safety Checklist at least once per week for each project, and turns the Checklist in to the Safety Director each week.

The above description, while certainly not exhaustive, describes the major responsibilities of a Superintendent at Catalyst. Superintendents play an extremely important role in the success of our projects and the company as a whole and they are a valued part of our team.