



SMNC Properties, LLC

St. Mary's, AK • 907-438-2315
Fairbanks, AK • 907-687-5804
Honolulu, HI • 808-425-0118

Anchorage, AK
840 K Street., Ste. 200 • Anchorage, AK 99501
Phone 907-302-0750 • Fax 907-302-1725

Full Job Description

SUMMARY: The Site Superintendent is responsible for coordinating, overseeing and documenting the quality control program field projects as well as identifying, analyzing, calculating and developing improvements in productivity, client relationships, customer service, quality and safety.

DUTIES AND RESPONSIBILITIES:

- Responsible for coordinating, overseeing and documenting the quality control program on field projects as well as identifying, analyzing and developing improvements in productivity, client relationships, customer service, quality and safety.
- Responsibility for all operations on the jobsite.
- Supervise craft workers assigned to an area of responsibility. Provide liaison between field engineering and crafts to ensure construction complies with drawings and specifications.
- Plan the work schedule, determining manpower levels, material quantities, and equipment requirements.
- Manage onsite meetings and distribute schedule updates and meeting minutes.
- Complete daily documentation requirements including reports and photos.
- Monitor work performance and productivity of trades to ensure project specifications, procedures, quality, and safety requirements are maintained.
- Advise Project Management of potential problems, work interference, and schedule difficulties; assist in circumventing/resolving such problems as required.
- Maintain liaison with other departments to ensure all required materials, equipment, inspections, etc. support project activities and schedule.
- Gather and submit required submittals and maintain submittal registry.
- Check material and equipment received against approved submittals.
- Submit Daily QC report to client and distribute to project team.
- Document work progress on site and quality control issues via job notes, photos and meeting minutes.
- Maintain QC Deficiency log. Issue deficiency notifications.
- Maintain red-line or as-builts on project site.
- Generate RFI's in conjunction with Project Manager.
- Generate and disperse Government inspections and signoffs.
- Maintain daily reports for Client personnel.
- Develop and maintain testing log.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises employees within the department(s).
- Indirectly supervises employees within the department(s).

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience required.
- Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience preferred.
- Certificates, licenses and registrations: OSHA 30 Hour certification and API 653 certification required; Construction Health & Safety Technician certification desired.
- A minimum of 10 years of experience.
- Familiarity with Federal construction processes.
- Excellent verbal and written communication skills.

COMPETENCIES:

- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit;

Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand
- Frequently required to walk
- Occasionally required to sit
- Occasionally required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasionally required to taste or smell
- Occasionally exposure to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Occasionally exposure to outside weather conditions
- Occasionally exposure to extreme heat or cold (non-weather)
- While performing the duties of this job, the noise level in the work environment is usually moderate to loud
- Specific vision abilities required by this job include Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus