Downloaded from <https://www.velvetjobs.com/job-descriptions/site-superintendent>

# Example of Site Superintendent Job Description

Our innovative and growing company is looking to fill the role of site superintendent. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for site superintendent

* Responsible for conducting weekly on-site safety meetings and acquiring signatures of employees who attend those meetings
* Responsible for submitting at the end of each week an expense report listing all purchases made from all company cards on that specific project that week
* Responsible for submitting at the end of each week a weekly report listing all employees (Kuykendall and temp) and their hours worked on that project that week
* Responsible for complying and monitoring Company safety and quality goals on the assigned project
* Responsible for insuring customer satisfaction on assigned projects
* Responsible for managing the construction process for assigned projects
* Responsible for managing budget and schedule goals of the assigned project, from project inception through project closeout
* Identify key construction and design components
* Perform regular risk-analysis and cost forecasting and reporting for assigned projects
* Manage key deliverables from design, procurement and construction

## Qualifications for site superintendent

* Minimum of 5 years managing and leading construction production teams on a General Contractor level
* Bachelor’s degree in Landscape Architecture, Civil Engineering, Construction Science, Construction Management or related is preferred but not required
* Proven ability to fulfill all responsibilities for multiple, complex civil infrastructure and bridge related projects
* Safety and Health Management System (SHMS)
* Contractor Management System (CMS)
* Site Training Program