



# Example of Superintendent Job Description

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Our growing company is searching for experienced candidates for the position of superintendent. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for superintendent

- Schedule and monitor trade partners during the entire construction process from start to closing
- Approve trade partner's purchase orders and invoices for assigned homes, while ensuring completion of work in a quality and timely manner
- Plan, organize, and control daily field operations
- Coordinate, direct, and lead field crews to safely execute planned activities concurrently at multiple locations on project site
- Resolve isolated minor crew issues, if needed
- Act as Site Safety Manager
- Recognize potential hazards and direct use of appropriate PPE
- Coordinate quality inspections with the project QC officer and Client representatives
- Monitor and report equipment status and materials inventory
- Follow proper safety and incident reporting procedures, bring problems to the attention of the Project Manager

## Qualifications for superintendent

- 2+ years experience as a Superintendent with a high-volume homebuilder
- FSD Certified
- CIPP experience is preferred
- Approximately 75% overnight travel, including some weekends, is required

- Track and report hours worked, quantities produced, supplies used, additional materials needed, and schedule impacts