



GREENFIRE

GREENFIRE MANAGEMENT SERVICES, LLC

Job Description – Superintendent

1.0 JOB OVERVIEW

- 1.1 The Superintendent for Greenfire Management Services, LLC “Greenfire” is responsible to plan, schedule and manage field operations of all assigned projects.
- 1.2 The Superintendent supervises subcontractor labor, manages site logistics, coordinates delivery of materials and use of equipment to successfully complete jobs on time, at or under budget, to meet company plans and to meet customer specifications and expectations.
- 1.3 The Superintendent serves as an advisor and arbitrator for subcontractors.
- 1.4 The Superintendent directly affects the profitability of Greenfire through the management of all phases of construction in the field. This is a highly visible position both in Greenfire as well as with customers, architects, subcontractors and vendors.
- 1.5 The Superintendent is responsible for development and maintenance of a high level of communication, coordination and cooperation throughout Greenfire.

2.0 ESSENTIAL FUNCTIONS

- 2.1 Is responsible for the efficient, effective, cost-effective and on time start-up and completion of each job. This requires daily planning to review schedules, deliveries, change orders, etc with the various Project Managers or Foremen.
- 2.2 Ensures that projects meet company standards for quality, and customer specifications and expectations.
- 2.3 Is accountable for the supervision and safety of crews working on the job sites.
- 2.4 Works with the various Project Managers (PM) and Foremen with respect to ordering critical items and problem solving.
- 2.5 Protects the value of company owned assets (vehicles, equipment, parts, etc.)
- 2.6 Anticipates issues and takes action to eliminate or at least minimize their effects.
- 2.7 Ensures there are no avoidable penalties, citations or fines.
- 2.8 Coordinates and schedules all work and materials deliveries on site to meet project deadlines.

3.0 REPORTING RELATIONSHIPS

- 3.1 The Superintendent reports directly to the Director of Operations.
- 3.2 There are no direct reports to the Superintendent.
- 3.3 The Superintendent will work closely with the Project Manager and subcontractors in the overall planning and completion of projects from initial layout or setup through completion.



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4.0 PREFERRED REQUIREMENTS

- 4.1 Requires a High school diploma or equivalent. Prefer journeyman level trade experience, a technical certificate or engineering degree from an accredited college or
- 4.2 Five or more years experience managing operations of jobs up to \$5,000,000.
- 4.3 Must have a valid Wisconsin driver's license.
- 4.4 Must be insurable by the company's insurance company.
- 4.5 Requires the ability to guide, direct and coordinate the work of multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the company's interests in mind.
- 4.6 Requires the ability to provide work direction; to work within established time and cost guidelines; and to monitor progress and take action to achieve project objectives.
- 4.7 Requires the ability to respond to inquiries or complaints from customers, vendors, contractors, regulatory agencies and members of the business community.
- 4.8 Requires excellent knowledge of the construction industry, technologies, and trends impacting its business. Must be able to envision the finished product from looking at drawings.
- 4.9 Must possess good communication skills, both verbally and in writing, in English, to interact with owners, subcontractors and fellow employees, write and read reports and make presentations as required. Occasionally must communicate with customers and subcontractors in stressful situations.
- 4.10 The Superintendent is required to stand for prolonged periods. Must be able to walk around the job site and may be required to sit while performing the supervisory and administrative functions such as scheduling, report writing, etc. Must have a full range of body movements including the use of his hands to finger, handle and feel objects such as tools and equipment. The ability to bend the body, to reach for objects, work overhead, and to crouch when needed is also required. Must have the ability to lift 100 pounds.
- 4.11 Must be able to pass company drug tests and comply with company drug policies.

5.0 WORKING CONDITIONS

- 5.1 Harsh, rigorous and at times rough conditions describe the conditions of commercial/industrial construction.
- 5.2 Hazardous conditions exist. Company and customer safety rules and regulations must be strictly enforced.
- 5.3 Job sites are at times dusty with loud noise due to construction. Work is done outside in all types of weather including heavy rains, temperatures ranging from freezing snow to hot and humid. Any interior work may incur extremes of temperature, hazards and discomfort as well.

6.0 DUTIES AND TASKS



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- 6.1 Studies, reviews and becomes familiar with project scope, all engineering drawings, specifications, site surveys, shop drawings, materials and other conditions on all jobs to ensure the smooth flow of work and on-time completion.
- 6.2 Reviews and coordinates the interaction of shop drawing components in advance of work proceeding.
- 6.3 Is responsible for the overall project quality. Provides photo record of all concealed work to document proper installation. Participates in pre-installation meetings for all major divisions of work.
- 6.4 Is responsible for the initial set up and delivery of all materials, subcontractors, crew and equipment for jobs.
- 6.5 Works with the project team to :
 - 6.5.1 Keep the owner informed on project status.
 - 6.5.2 Work through any plan irregularities.
 - 6.5.3 Have the project fulfill the owner's vision.
- 6.6 Maintains and updates the project schedule.
- 6.7 Is responsible for meeting project schedules. Takes required corrective action to maintain schedule. Actively communicates with subcontractors to adhere to schedule requirements.
- 6.8 Keeps project team informed on plan changes made in the field.
- 6.9 Reviews with the Foremen their schedule and plans daily. Ensures that actual project progress is actively maintained, daily and weekly, compared to the schedule in order to achieve on-time and on-plan completion of projects.
- 6.10 Identifies project issues and generates RFIs as early as possible to allow enough response time.
- 6.11 Actively addresses details and conditions that could compromise project quality.
- 6.12 Coordinates the work schedule and staging so that all contractors can be as productive as possible.
- 6.13 Verifies all subcontractors have signed subcontracts and have proper insurance prior to allowing them on the job site.
- 6.14 Works with the subcontractors verifying adequate supply of correct labor, tools, equipment, materials and supplies on time as needed to avoid downtime and maximize productivity in the field and maintain schedules.
- 6.15 Interacts with other contractors, subcontractors, and trades to coordinate daily job schedules and workflow as necessary.
- 6.16 Resolves issues in the field.
- 6.17 Resolves disputes.
- 6.18 Assists in methods of construction with the Foremen.
- 6.19 Attends subcontractor pre-construction meeting.
- 6.20 Reviews productivity, labor plan and schedule weekly with the PM.
- 6.21 Maintains a detailed daily job log by company standards.



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- 6.22 Actively addresses and notifies the PM of any detail or quality concerns for proper follow-up with the architect.
- 6.23 Resolves field condition issues with the architect, informs the PM if deviation from plan has a cost impact.
- 6.24 Alerts the PM to any required back charges.
- 6.25 Assists the PM in analyzing sub change requests for legitimacy.
- 6.26 Attends and actively participates in Project Manager / Superintendent Peer Group meetings.
- 6.27 Conducts weekly job site subcontractor coordination meetings and prepares meeting minutes if requested by the PM.
- 6.28 Represents Greenfire onsite to coordinate the work schedule with customers and contractors. Interacts with sub-contractors, customers, and customer representatives for labor, materials and other job issues.
- 6.29 Ensures that the job sites or work areas are kept clean and maintain a professional appearance at all times.
- 6.30 Ensures that all field documents required for invoicing, including change orders, have been turned in to the office accurately, and on time to meet the invoicing forecasts.
- 6.31 Maintains accurate as built drawings. Ensures that the Foremen have completed accurate as-built drawings.
- 6.32 Ensures that projects meet company standards for quality and customer specifications and expectations.
- 6.33 Ensures that punch list items are completed by the responsible party in a timely manner.
- 6.34 Is responsible for the security and safekeeping of all company equipment, tools, supplies and materials assigned to the job.
- 6.35 Is responsible for the security, safekeeping and return of all rental equipment, tools, and vehicles assigned to the job.
- 6.36 Enforces the Company's safety policies and common safety practices, while recommending changes as needed to update the Safety Director. Ensures that safety training is presented to field employees on a weekly basis.
- 6.37 Ensures that all employees on job sites adhere to established safety regulations, practices, and wear appropriate protective equipment and clothing.
- 6.38 Responds to safety citations issued by the Safety Director / Safety Inspector. Communicates violations with the Safety Director.
- 6.39 Ensures that all known customer complaints are acted upon and the results are being monitored.
- 6.40 Controls change order requests from subcontractors by assuring proper coordination of work and though a full understanding of contract requirements.
- 6.41 Controls general condition costs through proper assignment of duty of such work by subcontractors and efficient use of available funds to accomplish the work.



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6.42 Performs other duties or tasks as may be assigned by the Director of Operations.

7.0 STANDARDS OF PERFORMANCE

- 7.1 Has completed jobs on schedule.
- 7.2 Has tracked and recorded job progress on a daily basis.
- 7.3 Has participated at weekly progress meetings, providing information on productivity and job progress to ensure jobs were completed on schedule.
- 7.4 Has tracked general conditions costs and controlled costs through proper assignment of work, effective coordination of the work and performance of the work, if required.
- 7.5 Has ensured equipment and material delivery was planned and accomplished to meet job requirements so that a lack of material and equipment did not result in costly delays and down time.
- 7.6 Has completed all paperwork and reports from the field accurately and on time. This includes materials required for invoicing, change orders, safety reports, and other work documents.
- 7.7 Has ensured all local, state and Federal laws, regulations, Company Policies, and Procedures relating to safety were followed.
- 7.8 Has conducted weekly safety meetings.
- 7.9 Has ensured there were no lost-time injuries to company personnel or subcontractors due to negligence on the part of the company. All safety procedures and documentation has been properly prepared and on file.
- 7.10 Has ensured no loss of materials, company equipment, tools and supplies assigned to the company jobs occurred. Has returned all unused material and rental equipment to the supply source or shop as soon as possible
- 7.11 Has demonstrated good judgment in prioritizing and resolving issues.
- 7.12 Has made recommendations to the Director of Operations to improve work efficiency, processes, project quality, profitability and safety.
- 7.13 Has maintained equipment and jobsites to clean, safe standards.
- 7.14 Has provided a high level of satisfaction to the owners.
- 7.15 Has completed all punch lists for jobs and outstanding items have been completed within one month of project completion.
- 7.16 Has maintained a positive and professional attitude.
- 7.17 Has demonstrated the ability to effectively manage multiple project assignments.
- 7.18 Has demonstrated the ability to look ahead, understand the project in detail and solve issues in a timely manner to avoid project delays and costly rework.
- 7.19 Has gained approval prior to proceeding with extra work.
- 7.20 Has contributed to the profitability of the project through efficient sequencing of the work, proper subcontract assignment of work and a by taking a creative approach to performing work on the project to save money.



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7.21 Worked diligently and succeeded in contributing to develop and maintain a high level of communication, coordination and cooperation throughout Greenfire.

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that management retains the right to amend this job description as necessary and will inform me verbally and in writing of any changes.

Employee: _____

Date: _____

Supervisor: _____

Date: _____