

Title

Assistant Superintendent
H.W. Houston Construction

Classification

Exempt

Reports to

Superintendent / Senior (Sr.) Superintendent

Date

August 2022

Job Description

Summary/Objective: An Assistant Superintendent supports the planning, organizing and supervision of all construction project activities.

This position will report to a Superintendent or Sr. Superintendent and will have duties and responsibilities across multiple groups within the organization.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An Assistant Superintendent (ASUP) supports the Superintendent/Sr. Superintendent in the daily coordination and direction of the project through observation and monitoring of work performance, progress, and productivity of craft. The ASUP will generally focus or provide oversight on a specific construction work area or trade(s).

- Serve as a leader of safety on the jobsite by holding craft and subcontractors accountable, modeling desired behavior, attending safety activities and routines, conducting safety audits, assisting with management of the hazard recognition process, and clearly communicating safety expectations to the project team. Assist with developing a housekeeping plan for the project. Review and communicate plan weekly with subcontractors. Partner with the Environmental Health and Safety (EHS) team to assess and report on housekeeping in weekly audits.
- Partner with the Superintendent to lead, manage and develop craft employees and other project team members. Ensure compliance and adherence to Standard Operating Procedures (SOPs). Identify areas for development and additional experience to fill professional gaps. Provide constructive coaching and feedback related to performance issues and assist with delivery of quarterly reviews. Delegate tasks appropriately for purposeful development. Serve as a point of contact for craft employees in the field.
- Support the Request for Clarification (RFC) and submittal process by ensuring the most recent information is communicated with the team. Perform constructability reviews for documents by reviewing documents early for details that cannot be constructed and require revisions.
- Ensure all job requirements are satisfied before project work begins. Assist in conducting preconstruction and coordination meetings with the subcontractor teams and ensure contracts and insurance are in place prior to beginning work activities. Obtain and maintain permits and licenses from the city, as needed.
- Assist the Superintendent to manage the project scheduling process. Plan and develop schedules for assigned area(s) of project responsibility or scope. Walk the job daily and inspect current status of work. Leveraging Lean principles, conduct area coordination through Pull Planning meetings with subcontractors to discuss scheduling concerns or gather suggestions/recommendations. Regularly update Superintendent of assigned area(s) schedule status.
- Develop and maintain a logistics plan for area of project responsibility. Coordinate and schedule deliveries.
- Partner with Virtual Design and Construction (VDC) and field engineers to conduct site layouts. Develop a control plan for survey to be used throughout the project. Schedule field engineers in a timely manner for layout required.
- Review and understand subcontractors' scope of work. Coordinate with subcontractors to execute obligations and hold them accountable to work commitments.
- Complete daily project logs to capture and document project information, including manpower/headcount, weather, subcontractor data, work being conducted, and associated conversations.

- Assist with managing self-perform activities. Establish goals for production rates. Track productivity and continuously communicate status and plans for goal achievement to include schedule, production rates, quality, etc. Analyze workflows, processes, production, and assemblies to align with the plan. Review and approve time and ensure foreman appropriately codes tasks for budget charges.
- Ensure subcontractors and self-perform are procuring materials appropriately. Support and partner with the project team to conduct and lead weekly meetings to review the procurement log.
- Develop and manage the equipment and tool inventory. Create an equipment plan with the Superintendent, a forecast of equipment needs, and secure the needed tools/equipment from Logistics.
- Support the inspection process in the field with the authority having jurisdiction (JHA) and 3rd party inspectors. Clarify expectations of the inspectors in advance and ensure areas are ready for review. Coordinate required inspections with all subcontractors involved.
- Order and maintain project signage, and coordinate with Marketing to ensure signage meets GE Johnson standards. Coordinate with the owner/architect regarding project-specific signage.
- Partner with Logistics to manage the roll-off services for the project. Ensure proper dumpsters are onsite, such as recycling, trash, eco pans, etc. Schedule the haul away and return of containers in a timely manner.
- Communicate added scope with the Project Manager (PM) regarding the need for potential field work directives for changes not captured in a document change or current scope.
- Support the pay application process related to work being installed on schedule.
- Develop and maintain relationships and communication with owners, architects, and engineers. Support the Superintendent at Owner/Architect/Client (OAC) meetings and contribute appropriately to the conversation.
- Support and/or participate in opportunities to engage in the community beyond the current project or client.
- Assist with implementation of quality standards per SOP and support development of the project Quality Control plan.
- Participate and engage in the Building Information Modeling (BIM) coordination meetings.
- Attend and participate in appropriate project meetings.
- Assist with managing the punch list process with project team and subcontractors. Communicate clear and precise expectations to the subcontractors. Attend walks with design team and engineers to ensure areas are being inspected per standards. Follow-up with the subcontractors to ensure items are completed in the time allotted.
- Continuously build and manage long-term subcontractor relationships. Resolve conflicts and remove roadblocks; escalate to the Superintendent as needed. Encourage a workplace to support two-way dialogue. Communicate issues and information timely.
- Support corporate initiatives by implementing practices on the job site to reduce waste, reduce cost, and improve productivity.
- Actively seek career and professional growth. Attend company and/or industry training offerings. Set performance and learning goals during performance reviews. Actively seek additional development, as appropriate. Demonstrate a willingness to receive and apply coaching and feedback.
- Represent the GE Johnson/H.W. Houston brand, ethics, and values on the jobsite. Model desired professionalism, conduct, and behaviors. Serve as an example of safety on the job. Foster collaboration and teamwork. Take initiative and responsibility for work quality.

Competencies

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| <ul style="list-style-type: none"> • Communication – Written and Verbal • Time Management • Planning / Organizing • Professionalism • Contractual Relationships • Construction of Buildings | <ul style="list-style-type: none"> • Ethics and Integrity • Continuous Learning / Self-Development • Directing Others / Drive for Results • Safety Leadership • Driving Teamwork / Collaboration • Ensuring Accountability |
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Knowledge and Skill Requirements

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| <ul style="list-style-type: none"> • Skilled at receiving, understanding, and carrying out assignments with minimal supervision • Prioritization skills • Listening skills • Project planning skills • Scheduling skills | <ul style="list-style-type: none"> • Skilled at forecasting and budgeting • Skilled at workforce planning • Knowledge of various scopes of construction work • Procurement skills • Skilled at mentoring others |
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- Knowledge of governmental and company safety standards
- Knowledge of standard building practices and construction document adherence
- Vendor/supplier management skills
- Company EEO policies and affirmative action obligation compliance
- Skilled at supervising/assigning and monitoring work; quality oversight
- Skilled at building and managing client relationships; customer service

Supervisory Responsibility

None

Work Environment

This job operates in a construction work site environment with others as well as in a professional office environment. This role routinely uses standard office equipment and personal protection equipment. Work may require occasional weekend and evening work.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and use manual dexterity. The employee frequently is required to stand; walk; lift or carry up to 20 lbs.; use manual dexterity; use motor skills; speak; hear; use eye/hand coordination; and reach with hands and arms. The employee must frequently be able to work effectively in a construction job site environment, including but not limited to working outside, excessive heat/cold, fumes/smoke/gases, walking on uneven surfaces, and working around moving equipment/machinery. The employee is frequently required to lift or carry up to 50 lbs., push up to 100 lbs., climb stairs or ladders, balance, stoop, kneel, crouch, or crawl. The employee must regularly be able to work effectively in a construction job site environment, including working alone, excessive dampness, noise/vibrations, working below ground, chemicals, or solvents, and operating moving equipment or machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

Full time. Work may necessitate a flexible schedule and/or extended hours when required by project schedule.

Travel

Ability to travel or accept full-time assignments any location where GE Johnson/H.W. Houston conducts business. Ability to travel to multiple locations or job sites daily or weekly as needed.

Required Education and Experience

- High School Diploma or equivalent
- Labor and/or carpentry experience OR previous experience as a Senior Project Engineer or equivalent, with a general contractor on commercial building projects
- Experience using Microsoft Office suite, to include Excel, Word and Outlook
- OSHA10 training completion
- Ability to obtain CPR certification within 90 days

Preferred Education and Experience

- Bachelor's degree in one of the following: Construction Engineering, Civil Engineering, Construction Management, Architectural Engineering, or the equivalent
- Direct field experience and/or experience as a Project Engineer
- Strong experience in all aspects of civil and architectural portions of work
- Valid Driver's license
- OSHA30 training completion
- CPR certification

- Experience using ASTA or other scheduling software
- Experience using Prolog or other project management software
- Training on excavation, scaffolding, fall protection, rigging, and/or crane operations
- Demonstrated interpersonal skills
- Experience using Bluebeam
- Experience using Austin Lane or other time entry software
- Experience leading and facilitating meetings
- Experience with the inspection process, code requirements, and building permits
- Experience with traffic control and street signage requirements
- Experience with Lean Construction principles
- Experience with Rental Results or other logistics procurement software
- Experience with document management and/or contract review

AAP/EEO Statement

GE Johnson/H.W. Houston is an equal opportunity employer.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.