

Spec. Code: 3330  
Occ. Area: 03  
Work Area: 170  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 03/15/10

## **CONSTRUCTION SUPERINTENDENT**

### Function of Job

Under administrative supervision from a designated administrative officer, to plan, coordinate, and supervise new construction and remodeling of existing buildings.

### Characteristic Duties and Responsibilities

1. organizes, coordinates, and supervises the work of the Foreman, Sub Foreman, and/or craft employees on construction projects
2. interviews, hires, and trains employees
3. determines work priorities and coordinates work activities within the design area and/or with others outside of the office; apportions work among employees according to abilities or specialized training
4. coordinates new construction and major remodeling, which involves scheduling meetings and reviewing project documents (e.g., contracts, specifications, blueprints) as necessary
5. collaborates with administrators on the supervision of all work operations
6. keeps cost records on work performed and materials; is responsible for the control of costs in materials and wages
7. exercises control over rate of construction progress in order to complete construction project within time limits; schedules jobs and operations
8. estimates materials needed for specific jobs; estimates manpower needed for specific jobs
9. leads inspection and commission of day to day construction work to enforce conformity to specifications
10. supervises craft supervisors, clerical staff, and other personnel employed in construction work
11. acts as an adviser on job related problems
12. deals with individuals demanding information or service, such as agencies, department heads or others
13. performs other related duties as assigned

Minimum Acceptable Qualifications

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Any combination totaling four years (48 months) from the following categories of experience:
  - (a) Work experience in building construction, remodeling, construction project coordination experience
  - (b) College or vocational course work in the area of construction project coordination, building construction or closely related field:
    - 30 semester hours equals 1 year (12 months)
    - Associate Degree (60 semester hours) equals 2 years (24 months)
    - 90-semester hours equals 3 years (36 months)
    - Bachelor's Degree or higher (120 semester hours) equals 4 years (48 months)
3. **Two (2) years** of supervisory experience in building construction trade

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of all phases of building construction, including work commonly done by the various building crafts
2. knowledge of electrical, mechanical, and structural systems
3. knowledge of building materials, tools, and machines
4. knowledge of building material costs and wages
5. supervisory ability
6. ability to read blueprints and specifications for building
7. general computer, writing, communication, and interpersonal skills