

Spec. Code:	3330
Occ. Area:	03
Work Area:	170
Prob. Period:	6 mo.
Prom. Line:	None
Effective Date:	05/15/21
Last Action	Rev.

CONSTRUCTION SUPERINTENDENT

Function of Job

Employees in this classification have responsibility for administration of the established design, construction, and post-construction phase services on construction work for projects. Employees have managerial and technical oversight on multiple concurrent construction projects assigned to them and their direct reports confirming work is compliant with codes and in conformance with construction documents.

Characteristic Duties and Responsibilities

A Construction Superintendent typically:

1. supervises, organizes, and coordinates the work of university employees and outside contractors on construction projects; leads design and construction execution for all assigned projects to direct reports, including adhering to project scope, budget, contracts, and schedule expectations;
2. performs supervisory, management and administrative duties for direct reports and other personnel employed in construction work, including assigning, reviewing, and supporting project work; personnel development and training; and other duties as assigned;
3. determines work priorities and coordinates work activities within the department and/or with others outside of the department; apportions work among direct reports according to abilities, work load, and experience; monitors project backlogs and budget and schedule metrics on active projects for direct reports;
4. coordinates and inspects new construction and remodeling work, which involves scheduling meetings, reviewing project documents (e.g. contracts, specifications, construction drawings, shop drawings), confirmation of completed work through construction and warranty phases as necessary, and training of university employees;
5. collaborates with administrators on the supervision of all construction related activities;
6. oversight of project material and labor costs in relation to established project budgets;
7. exercises control over construction project schedule and progress, resource allocations, and performance of contractors regarding quality of work; implements corrective actions to keep the project on target and within budget and in decision-making regarding delays and immediate needs;

- schedules jobs and operations;
8. performs risk assessments of proposed work to determine resources needed to successfully complete the work; estimates materials needed for specific jobs; estimates manpower needed for specific jobs; develops an appropriate combination of construction resources and delivery methods needed to successfully complete the construction work;
 9. reviews all facets of construction work to ensure compliance with the project design, codes, and other guidelines; leads inspection and commissioning of construction work to enforce conformity to construction documents and specifications;
 10. acts as an adviser on job related problems;
 11. responds to information and service requests from agencies, departments, administrators, or others; acts as a liaison to campus units;
 12. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school diploma or equivalent.
2. Any combination totaling three (3) years (36 months) from the following categories of experience:
 - a. work experience in construction management, building project management or a closely related field.
 - b. college coursework in construction management, engineering, architecture, or a closely related discipline, as measured by the following conversion table or its proportional equivalent:
 - 30 semester hours equals one (1) year (12 months)
 - Associate Degree (60 semester hours) equals eighteen (18) months
 - 90-semester hours equals two (2) years (24 months)
 - Bachelor's Degree or higher (120 semester hours) equals three (3) years (36 months)
3. Four (4) years (48 months) of building construction management and/or building project management experience, of which two (2) years (24 months) must have included supervisory experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of all phases of building construction, including work commonly done by the various building crafts and trades.
2. Knowledge of electrical, mechanical and structural systems.

3. Knowledge of building materials (including costs), tools, and machines.
4. Knowledge of building codes, institutional purchasing and accounting procedures, computerized scheduling tools, and standard estimating tools.
5. Knowledge of computers- word processing, email software, calendar and scheduling software, spreadsheet software, project management software, computer aided design documents, drafting software, etc.
6. Skill in verbal and written communication, and customer relations.
7. Skill in problem solving, decision-making, and conflict and crisis management.
8. Ability to supervise, organize, and coordinate the work of direct reports and/or others.
9. Ability to read and interpret construction drawings, shop drawings, and specifications for buildings and construction projects.