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**TITLE:** Superintendent

**Reports to:** General Superintendent

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### **Position Summary**

The Superintendent is responsible for managing and scheduling site construction personnel and jobsite operations to ensure that projects are completed on schedule, on budget, and to the level of quality expected by Cody|Brock and our clients. This position is also responsible for creating and implementing protocols and procedures to ensure jobsite safety, quality of work, and field team performance.

### **Essential Duties and Responsibilities**

#### **Jobsite Operations and Quality Control:**

- Manage field manpower and work with project teams to ensure that projects are delivered safely, on time, on budget, and with high-quality results
- Participate in job walks; review plans, specifications, and contracts throughout the entire job process
- Devise effective solutions to address project issues/constructability
- Communicate effectively with internal team members and external trade partners to provide seamless instruction and supervision
- Act as liaison with management, engineers, city inspectors, architects, consultants, and all relevant team members to provide fluid and consistent communication
- Understand, prepare, and communicate up-to-date drawings, including RFIs and submittals and any other job-related contracts and information, for CBI team and architect/client meetings
- Understand construction costs and labor budgets as related to overall project
- Prepare for and attend preconstruction team meetings
- Manage jobsite setup and startup to include safety postings and procedures, security practices, field office location and layout, temporary utilities, staging areas, equipment, and manpower
- Provide detailed daily logs and photos, updates, document review of progress in Procore
- Schedule and participate in weekly OAC meetings
- Verify subcontractor activity onsite and scope of work to ensure proper installation of materials according to most recent project documents
- Coordinate, direct, and monitor subcontractor schedules via email and verbally to ensure that commitments are met
- Inspect and oversee the activities of the subcontractors for safety regulation compliance, quality, accuracy, workmanship, and completion of their contractual requirements
- Manage field staff to provide support, ensure quality, and resolve potential project issues or conflicts
- Maintain proficient knowledge of uniform building codes and inspection processes including but not limited to ADA, Title 24, CAL Green
- Prepare work orders and field change orders and provide daily reports for all projects

#### **Scheduling:**

- Develop project schedule using Microsoft Project with the Project Management team members
- Continuously update schedule to meet project completion dates
- Generate and distribute weekly look-ahead schedules
- Communicate and coordinate with the Warehouse Manager for material and labor needs
- Ensure project schedules, site logistics, and client schedule commitments are kept



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#### **Safety:**

- Correspond with InFocus to address site safety concerns
- Manage the overall site safety program as required and ensure subcontractor compliance with CBI standards and all applicable safety codes, county protocols, and regulations
- Lead the consistent practice of Cody|Brock's Safety Culture as part of the daily operating procedures
- Ensure that daily inspections, JHAs, Pre-Task Planning, RCAs, etc. are occurring as standard procedure
- Conduct daily jobsite safety walkthroughs
- Ensure that any safety violations are resolved immediately
- Maintain current and valid certifications
- Ensure that public safety is always maintained

#### **Leadership and Communication:**

- Lead, supervise, and develop Assistant Superintendents, Carpenters, Laborers, and other CBI field staff
- Champion company initiative and communication to the field on a consistent and regular basis
- Manage conflict effectively, determining the cause of issues and providing prompt solutions
- Interact with owners, architects, engineers, government officials, and the public in a professional manner, maintaining positive and respectful relationships
- Dress professionally in CBI-issued polos to promote the company reputation and image

#### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies, as well as the competencies required of all employees to perform the essential functions of this position:

#### **Competencies required of this position:**

- **Delegation:** Delegate work assignments. Give authority to work independently. Set expectations. Monitor delegated activities without taking over responsibility. Encourage accountability from team members.
- **Leadership:** Inspire and motivate others to perform to the best of their abilities. Accept feedback from others. Mentor others to reach their full potential. Work on improving own areas of weakness.
- **Problem Solving:** Identify and resolve problems in a timely manner. Skillfully gather and analyze information. Give staff the tools and knowledge to solve their own problems. Share knowledge and expertise with others to help them find the solutions.
- **Quality Management:** Explore ways to improve and promote quality in the field. Encourage accuracy and thoroughness from every team member. Maintain compliance with legal and regulatory requirements.
- **Integrity:** Share complete and accurate information. Maintain confidentiality. Adhere to organizational policies and procedures.
- **Management Skills:** Involve staff in planning, decision-making, facilitating, and process improvement. Be available to staff. Provide regular performance feedback, emphasizing the positive. Develop subordinates' skills and encourage growth. Manage subcontractors to ensure performance and quality.
- **Safety and Security:** Ensure all employees are following safety guidelines and protocols in their respective roles.
- **Stress Tolerance:** Display emotional resilience and the ability to withstand pressure on an on-going basis. Handle difficult situations while maintaining performance. Seek support from others when necessary.

#### **Required of all Cody|Brock employees:**

- **Communication:** Speak clearly and persuasively in positive or negative situations, demonstrate presentation skills, and conduct productive meetings.
- **Adaptability:** Adapt to changing work environments, work priorities, and organizational needs. Effectively deal with change and work well with a diverse workforce.



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- **Teamwork/Collaboration:** Interact with people effectively. Be able and willing to share and receive information. Cooperate within the group and across groups. Support group decisions. Work positively with others, maximizing individual strengths to create a more impactful and successful whole. Put team goals ahead of own goals.
- **Motivation:** Display energy and enthusiasm in performing all aspects of the position. Commit to putting in extra effort as needed to achieve team and company goals. Maintain a high level of productivity, along with a willingness to do whatever task is necessary to accomplish goals.
- **Judgment:** Display willingness to make decisions, exhibit sound and accurate judgment, and make timely decisions.