

**TILT-UP SUPERINTENDENT**

<b>Division/Department</b>	EnCon Field Services
<b>Location</b>	Denver, Colorado
<b>Job Title</b>	Tilt-up Site Superintendent/Foreman
<b>Reports to</b>	General manager

**GENERAL DESCRIPTION**

Direct and manage all field operations with overall responsibilities for production, maintenance, quality, and other production-related activities related to tilt-up construction. Act as Tilt-up Field Supervisor / Crew Lead for installation, production and erection of site cast concrete panels. The Superintendent will ensure that all aspects of the project construction are effectively coordinated, meet specifications, and remain on schedule.

**RESPONSIBILITIES**

- Plan and organize project and crews; Coordination of sub-contractors, including follow up on site attendance issues, review of sub-contracted work for quality and completeness, and conflict resolution with sub-contractors.
- Supervise all field personnel to achieve completion of the project on schedule to conform to original plans and specifications.
- Develop and control plans for profit and operating budget.
- Implement cost effective systems of control over operating expenditures, manpower, wages and salaries.
- Establish and monitor overall performance for production and quality standards.
- Control and minimize overtime expenses.
- Perform production tasks to maintain schedule and to support production requirements.
- Maintain existing project site and equipment; replace, swap, or make adjustments when necessary.
- Provide leadership and training to accomplish the company goals and objectives.
- Provides direction, development and leadership to production supervisors.
- Support required HR activities; salary, position changes, interviews, hire, suspend, layoff, terminate, and manage, field crew with the support of the division manager
- Provide staff training and development to ensure we establish a highly skilled work force.
- Responsible for field documentation such as daily logs, reviewing extra work orders, recording time cards, conducting daily safety inspections and other required reports.
- Implement health, safety and environmental procedures on site in accordance with legislation and company policy to ensure safety of all workers and protection of public. Must possess knowledge of all OSHA and EPA Regulations as they apply to construction field operations and knowledge of building codes, construction standards and good practices.

**PERFORMANCE REQUIREMENTS**

- Assist Project Manager in establishing working relationship and positive interaction with owners, architects, engineers and subcontractors.
- Assist the Project Manager in updating the project schedule to ensure project milestones are achieved; Implement corrective action where necessary to catch up and meet key milestone dates.
- Assist Project Manager in identifying changes in project scope and pricing changes.
- Ability to review and implement construction drawing and specifications
- Order materials and schedule inspections as necessary

**QUALIFICATION REQUIREMENTS**

- Experienced in managing project delivery with on an time performance while meeting budgetary constraints
- TCA certification / experience preferred.
- 4+ years Tilt-up experience as Superintendent is mandatory. Superintendent experience needed in commercial, industrial and multistory tilt-up construction.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.