

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Assistant Superintendent
Department:	Operations
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the Superintendent. This position may have foremen/laborers as direct reports.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for assisting the Superintendent in overseeing the daily supervision, direction, and coordination of assigned construction work activities, employees, and subcontractors on a project jobsite to safely produce quality work, within project requirements (i.e., RFP, plans, specifications, and proposal documents) targeted budget, schedule, and in alignment with RQ's Mission, Vision, and Values.

COMPETENCIES REQUIRED:

- **Constructability Review** - Finds better, faster, more cost-effective designs that stay within all code and compliance requirements (ex. RFP). Communicates ideas to the PM and team.
- **Knowledge of Contract Documents** - Mastery of plans, specs, contracts to effectively safely produce quality work.
- **Schedule Development/Production Control** - Assists in creating a reliable, strategic, forward-thinking baseline schedule and assists in managing production using a look ahead schedule throughout project. Use appropriate tools and procedures/protocol.
- **Subcontractor Management** - Assists in managing subcontractor personnel to ensure buy-in and compliance with schedule, budget, quality, safety, scope, etc. on a daily basis. Participates in scope development with subcontractors, as well as tracking compliance.
- **P6 Expertise** - Ability to comprehend and apply schedules in P6 to effectively plan and execute the work.
- **Knowledge and Implementation of DoD and Base Requirements** - Knows the applicable level of information about the DoD and Base needed to effectively lead and manage work (ex. Three Phases of Control, Base requirements, EM-385, etc).
- **Construction Knowledge** - Knows means and methods of construction and trade knowledge well enough to produce effective project strategies and maintain subcontractor/consultant accountability. Provide solutions when construction/constructability conflicts in the work arise.
- **Engagement with Safety** - Assists in developing, supporting, and implementing jobsite security and safety programs for each project with the support of the Superintendent, the Site Safety and Health Officer, and the corporate Safety department.



- **Engagement with QC** - Assists in developing, supporting, and implementing the project quality control program for each project with the support of the QC Manager.
- **Stakeholder Focus** - Develops and maintains effective and strategic working relationships with others. Treats customers, the public, subcontractors, sub-consultants, and our own staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.
- **Leadership** - Conducts one's self with empathy and self-awareness, motivating, influencing, and aligning a team toward a vision and/or goal. Takes initiative on behalf of others with good judgment. Leads by example.
- **Initiative** - Thinks ahead to anticipate future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Executes duties without reminders. Does tasks that need to be done without direction (as applicable). Takes initiative on the behalf of others.
- **Strategic Flexibility** - Daily adjusts proceedings on a jobsite to ensure project strategy. Incorporates changes by thinking on one's feet.
- **Effective Team Member/Interpersonal Relations** - Works and communicates effectively with colleagues and work teams; developing effective working relationships, facilitating groups, and communicating effectively with a wide variety of individuals and audiences. Receptive to training, coaching, and direction and follow through appropriately.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Conceptual and Preconstruction Phases – 10% of Time (Variable)

1. Studies, reviews, and develops a command of project requirements (e.g., RFP, specifications, plans, etc.) to collaboratively determine construction requirements, to plan procedures, to ensure safety features (temporary and permanent) are incorporated in the project and to ensure compliance with project requirements.
2. Assists Superintendent with production planning.
3. Assists the Superintendent in developing and implementing construction and site logistics plans on site.
4. Maintains an understanding of costs and constructability to learn how the project team collaboratively develops conceptual designs, budgets, and schedules.
5. Maintains an understanding of BIM modeling as it relates to field coordination.^M
6. Maintains an understanding of CPM scheduling in accordance with RQ scheduling software, and may assist with creation of the initial integrated master schedule.
7. Maintains an understanding of executed negotiation of contracts and selection of subcontractors for use on assigned project and may assist the Superintendent in reviewing executed subcontractor agreements and purchase orders prior to procurement to ensure a complete scope of work to which subcontractors will be held accountable to.^M
8. Demonstrates a developing understanding of owner contract and subcontractor

boilerplate requirements (FARs, subcontract exhibits, etc.).

9. Assists Superintendent with ensuring the project design includes temporary and permanent safety considerations.
10. Maintains an understanding of the LEED strategy for the assigned project.
11. May assist with estimating material and labor requirements to create the target budget and schedule.^M

Construction and Closeout Phases – 80% of Time (Variable)

- Engages in the process of collaborating with supervisory personnel, owners, subcontractors, and design professionals to discuss and resolve matters such as
12. construction sequencing, labor requirements, constructability conflicts, site logistics during design, preconstruction, and construction, and seeks to resolve personnel conflict that arises during the project.
 13. Examines and inspects work progress, equipment, and construction sites daily to verify safety, quality-of-work, and to ensure that project requirements are met during every stage of the project, taking appropriate corrective action if project requirements are not being met.
 14. Assists Superintendent with organizing, supervising, coordinating, and scheduling the daily activities of field workers, subcontractors, and in-house trades.
 15. Assists Superintendent with ensuring completion of quality work the first time.
 16. Assists the QC Manager with executing the punchlist process.
 17. Assists the Superintendent with updating the CPM schedule on a minimum weekly basis.
 18. Assists the Superintendent and Sustainability Manager to implement permit compliance, the SWPPP, and other environmental plans on site.
 19. Assists Superintendent with utilizing production control systems (e.g., FPP) in order to improve production; hold subcontractors accountable with accurate root cause analysis; and provides real-time data information to Supply Chain on subcontractors for use on current and future projects.
 20. Supports and implements RQC's Safety and QC programs.
 21. Engages in the RFI process.
 22. Assists Superintendent with determining progress of work in place to substantiate owner and subcontractor billings.

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23. Assists Superintendent, PM, and PE to ensure timely delivery of permanent materials to job site and collaborates with QC to ensure permanent materials meet approved submittals and project requirements.
 24. Assists with development and implementation of project mobilization/demobilization procedures.
 25. Assists the PE in obtaining and tracking required construction related LEED documentation (e.g., dumpsters, recycling, etc.).
 26. Communicates with internal and external stakeholders regarding project and enterprise issues and concerns, and makes recommendations for problem solving, process improvement opportunities, and team building.
 27. Collaborates with the RQ project team members to ensure General Conditions (GC's), subcontracting budgets, and all other financial aspects of a project are adhered to
 28. Assists Superintendent with ensuring proper reporting (e.g., Daily Reports) by all subcontractors to meet contract requirements. Collaborates with FA to track reporting status.

Project Team Support – 10% of Time (Variable)

29. Responsible for supporting project defined goals.
30. Assists in leading and facilitating assigned safety, work stream, foremen, and production meetings, providing direction to team members as needed.
31. Develops and gains experience, intuition, and RQ lessons learned to apply good management decisions for future problem prevention on a project. Logs lessons learned in defined Lessons Learned database.
32. Participates in daily site, weekly project team, FPP, department staff, client, and company meetings to assist in maintaining targeted schedules and budgets, compliance with design and construction documentation, maintaining stakeholder communication, project team development, and support of company goals.
33. Enhances RQ's enterprise image through professional presentation of jobsite, equipment, setup, and personnel.
34. Understands of the roles and responsibilities of all stakeholders within a project and the project defined goals in conjunction with the project team.
35. Seeks to develop contacts with subcontractors, vendors, etc. in an effort to establish and build strategic relationships that may produce possible partnerships or business opportunities for the future of the company.

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36. Participates as an active member of the Corporate Operations team providing suggestions for process improvement in both design and construction.
 37. Responsible for monitoring and initiating active steps forward in implementing individual Personal Development Plan (PDP).
 38. Performs other duties as assigned and agreed upon with supervisor^M

Total Time = 100%

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

- Knowledge of building and construction materials, methods, systems, documentation, terminology, and the tools involved in the construction, repair, or remodeling of buildings and other structures to assist in design development and construction implementation.
- Knowledge of principles and processes for providing customer and personal services, including client (e.g., government, private, public, etc.), client needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety and health operations for the protection of people, property, and structures.
- Knowledge of the use of arithmetic, geometry, and algebra and their applications to design and construction production.
- Knowledge of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, and specifications.
- Knowledge of laws, legal codes, and government regulations to assist with compliance and regulatory practices.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of project structures.
- Demonstrates time management and coordination skills to facilitate the management of personal, team, project, and corporate objectives or work activities and adjusting the actions of a project in relation to other actions to maintain targeted schedule and budget.
- Demonstrates judgment and decision making skills in determining the relative costs and benefits of potential actions on a project, team member, etc., and to choose the most appropriate option.
- Demonstrates to others public speaking and writing skills to convey information effectively, whether individually or in group settings.
- Demonstrates active listening and learning by giving full attention to what others are

^M This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

saying, taking time to understand the points being made, asking questions as appropriate, and applying newly acquired information to both current and future problem-solving and decision-making.

- Demonstrates complex problem solving and critical thinking skills to facilitate alternative solution identification, implementation, and monitoring that is creative and original.
- Demonstrates equipment selection and monitoring skills to assist in determining the right tools or equipment needed for a job and assisting in monitoring/assessing performance and compliance of oneself, other team members, or subcontractors to make improvement or take corrective action as needed.
- Demonstrates reading comprehension skills to facilitate the understanding of work related documents, answering inquiries regarding design/build practices, and incorporating the implications of new information into design, documentation, construction, and close-out processes.
- Demonstrates negotiation skills to bring others together and trying to reconcile differences.
- Demonstrates instructing skills by teaching others how to do something on the project site.
- Demonstrates systems analysis and evaluation skills to assist in determining how a system project should work relative to project goals and how corrective action, changes in conditions, operations, and the environment will affect the outcomes and overall performance of a project.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will clearly understand.
- Ability to tell when something on a project is wrong or likely to go wrong through problem sensitivity and identification.
- Ability to inductively form general rules or conclusions based on a combination of pieces of information and deductively applying the general rules to specific project problems.
- Ability to see details at close or far range to assist in site observation and problem identification on the project.
- Ability to order project information by arranging things, actions, or processes in a certain order according to specific rules or set of rules for a given project.
- Ability to use Microsoft Office (Word, Excel, Outlook, Powerpoint, etc.) and the Internet to assist in completing various aspects of the position.
- Ability to operate various project management software (Primavera, FPP, Viewpoint, etc.) to assist in managing the schedule and budget of a project.
- Demonstrates initiative to take action and a willingness to take on responsibilities and challenges.
- Demonstrates self-discipline and personal effectiveness in accomplishing enterprise and project goals.
- Demonstrates a commitment to building project team trust and ensuring the provision of development opportunities for all members.

- Demonstrates consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A high school diploma or GED is the minimum formal education required for this position.
- College courses in construction management, engineering, etc. preferred.
- Three or more years work experience in a lead Foreman position (e.g., scheduling, ordering, field supervision, quality control, safety, and production of all phases in construction) on medium or large projects is required.
- Three or more years (or equivalent) field or trade work experience is in the construction industry highly desirable; government, military, or large commercial construction experience preferred. Work in the design-build industry is preferred.
- Computer literacy (Microsoft Office, Outlook, Internet, etc.) required. Training can be provided.
- Specific software literacy (Primavera 3/6, Viewpoint, BIM, Revit) preferred. Training can be provided.
- CPR, First Aid, and OSHA 30-hour Certifications, EM-385, and STS required; Training can be provided.
- Spanish-English bilingual skills desirable.
- LEED GA Credential desirable.

WORKING CONDITIONS:

While working on the jobsite, individuals will be outside on an active construction site, in a trailer with job site management team, and at clients' facilities. Jobsite appropriate attire is necessary. Flexibility to work outside normal business hours and travel to project job sites will be required. Travel to job sites includes overnight travel and the possibility of relocation will be required.

Working conditions are typical for an office environment in the corporate office.

Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives.

PHYSICAL DEMANDS:

May be required to lift up to 80 lbs. Requires both office and outdoor work. Basic office work will include sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Job site work will require frequent exposure to the outdoors, some in extreme weather conditions, with physical requirements, including walking, climbing stairs, scaffolding, maneuvering around small obstacles, moving through cramped quarters, etc. Driving required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.