

# RQ CONSTRUCTION, LLC

## Job Description

<b>Position Title:</b>	Superintendent
<b>Department:</b>	Operations
<b>Type of Position:</b>	Full-time
<b>FLSA Status:</b>	Exempt
<b>Report Structure:</b>	Reports to the Project Executive (PX), who is the supervisor in all respects. However, the Project Manager (PM) assigned to the same project is the team leader for job/project specific expectations, decisions and goals, with oversight from the PX (who is also the PM's supervisor); thus this position shall defer to the PM's leadership in those areas. Depending on the project assignment, the direct reports to this position are the Assistant Superintendent and the Field Engineer, if assigned. The Superintendent will assist in the shared daily supervision and development of the Project Engineer (PE).

### GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for the daily supervision, direction, and coordination of all construction work activities, assigned employees, and subcontractors on a project job site, to safely produce quality work, within the 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** - Creates a reliable, strategic, forward-thinking baseline schedule and manages production using a look ahead schedule throughout project. Use appropriate tools and procedures/protocol.
- **Subcontractor Management** - Maintains people and schedule management 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.
- **P6 Expertise** - Ability to create, comprehend, and apply schedules in P6 to effectively plan and execute the work.
- **Knowledge and Implementation of DoD and Base Requirements** - Knows the



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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** - Leads 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** - Leads 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. Focus on conflict resolution.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

### Conceptual and Preconstruction Phases – 15% of Time (Variable)

1. Uses strategic thinking, collaboration, and innovation to facilitate timely problem solving during preconstruction and construction.  
  
Studies, reviews, and maintains the command of project requirements (e.g., RFP, specifications, plans, etc.) to collaboratively develop strategic approaches to a project,
2. determine construction requirements, to plan procedures, to ensure safety features (temporary and permanent) are incorporated from the beginning of a project, to educate the team, and to ensure team compliance and training with project requirements.  
  
Confers with supervisory personnel, owners, subcontractors, and design professionals to
3. discuss and assists in resolution of matters such as construction sequencing, labor requirements, constructability conflicts, site logistics during design and preconstruction, and seeks to resolve personnel conflict that arises during the project.
4. Responsible for development of construction and site logistics plans.

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5. Provides input into the development of conceptual designs and budgets for assigned projects to ensure schedule, cost, and constructability requirements are met.<sup>M</sup>
  6. Leads in the development of the master construction project schedule in logical steps with support from DPM, PM, critical subs, PX and in accordance with RQ scheduling protocol and systems.
  7. Maintains a current understanding of and ability to operate RQ's scheduling software and procedures to ensure the creation, tracking, and updating of the project schedule.
  8. Shares the responsibility with the PX, DPM, PM, QCM, etc. in reviewing all design submittal documentation, verifying the incorporation of any updated information into updated drawings, specifications, etc.
  9. Interprets and explains plans, RFP requirements, specifications, for project team members, subcontractors, and clients, to assist in identifying and confirming that scopes of work on a project align with the documents.
  10. Demonstrates a developing understanding of owner contract and subcontractor boilerplate requirements (FARs, subcontract exhibits, etc.).
  11. Reviews and has intimate understanding of executed subcontractor agreements and purchase orders prior to procurement to ensure a complete scope of work to which subcontractors will be held accountable for.
  12. Analyzes specifications and construction details, including BIM models, to prepare schedule and cost projections for project(s), while seeking to provide the best value for all stakeholders.
  13. Collaborates and consults, as needed, with all necessary stakeholders to develop proposals, integrated design-build approach, strategies, submittal procedures, small business goals, building system design, safety, LEED requirements, etc. for assigned project, ensuring that quality conceptual design and construction methods meet or exceed targeted budgets and timelines.<sup>M</sup>
  14. Works in conjunction with RQ's Sustainability Manager to develop and manage permit compliance, the SWPPP, and other environmental plans. Responsible for onsite implementation of the plans.
  15. Maintains the responsibility for controlling costs to assist in creating the targeted budget and schedule.
  16. Supports the PM in reviewing subcontractor scope review and subcontractor selection during the buyout process, including reviewing scope gaps.

### **Construction and Closeout Phases – 55% of Time (Variable)**

17. Maintains responsibility for the integration of the RQC Safety and QC programs into work

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throughout the duration of the project, providing implementation, monitoring, and support, as needed, assuring all stakeholders of a safe and quality product and process.

18. Examines and inspects work progress, equipment, and construction sites daily to ensure that project requirements are met during every stage of the project, taking appropriate corrective action if project requirements are not being met.
19. Ensures proper reporting (e.g., Daily Reports) by all subcontractors to meet contract requirements.
20. Responsible for providing timely schedule update information, as needed, to determine progress of work in place to substantiate monthly schedule updates; and provides real-time data information to Supply Chain on subcontractors for use on current and future projects.
21. Responsible for completion of quality work the first time and supporting the QC Manager during the punchlist process.
22. Communicates with internal and external stakeholders on a regular basis regarding project and company issues and concerns, and makes recommendations for problem solving, process improvement opportunities, and team building.
23. Responsible for meeting or exceeding the project schedule through buy-in with all stakeholders. Utilizes all RQ processes and tools to accomplish this requirement.
24. Directs field work to comply with Red Zone and/or completion requirements for a timely completion of all project requirements.
25. Engages in the Request for Information (RFI) process by validating the question, collaborating with the project team, suggesting the most appropriate solution(s), and ensuring that the solution is understood by field personnel and implemented in the field.
26. Directs the project mobilization/demobilization procedures, including jobsite security.
27. Responsible for ordering and managing tools and supplies , as needed, for use on a project, providing inventories and the maintenance of all tools and supplies within budget.
28. Responsible for the professional appearance, presentation, and branding of the job site, including the trailer, temporary facilities, vehicles, fencing, signage, etc. in compliance with RQ standards.
29. Plans the commissioning process and ensures its efficient execution.
30. Manages Time and Material (T & M) and service subcontractors within provided budget.
31. Manages internal tradesperson hourly employees.

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- 32. Utilizes production control systems (. or other appropriate tool) in order to monitor and improve production; holds subcontractors accountable with accurate root cause analysis.
  - 33. Collaborates with 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.
  - 34. Manages equipment procurement, selection, rental tracking, and repairs of equipment and machinery.
  - 35. Under the direction of the PM, responsible for ensuring General Conditions (GC's) and subcontracting budgets, and all other financial aspects of a project are adhered to.
  - 36. Collaborates with PM, PE, and RQ's Sustainability Manager to ensure LEED field requirements are met or exceeded.
  - 37. Facilitates onsite deliveries and base escorts.

#### **Project Team Management – 25% of Time (Variable)**

- 38. Collaborates with Safety Officer and QC Manager on incidents or deficiencies to determine cause, implement corrective actions and training, and report incidents, as required, to both internal and external stakeholders.
- 39. Leads and facilitates work stream, foremen, and production safety in conjunction with SSHO meetings, providing direction to team members as needed.
- 40. Responsible for supporting project defined goals.
- 41. Manages contacts with subcontractors, vendors, etc. in a firm but fair effort to establish and build strategic relationships that may produce possible partnerships or business opportunities for the future of the company.
- 42. Applies job specifications to determine appropriate conceptual and construction methods with support from the PX, PM, and DPM.
- 43. Actively leads 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 enterprise goals.
- 44. Leverages experience, intuition, and RQ Lessons Learned to drive and apply good management decisions for future problem prevention on a project. Logs lessons learned in defined Lessons Learned database.
- 45. Leads and manages the job performance of all assigned construction project team members by identifying opportunities and concerns in employee performance, and

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recommending appropriate personnel action in conjunction with assigned PM.

**Other – 5% of Time (Variable)**

46. Participates as an active member of the Corporate Operations team providing suggestions for process improvement in both design and construction.<sup>M</sup>
47. Responsible for monitoring and initiating active steps forward in implementing your individual Personal Development Plan (PDP).
48. Performs other duties as assigned and agreed upon with supervisor.<sup>M</sup>

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 business administration and management principles involved in strategic planning, resource allocation, human resources modeling, leadership vs. management technique, constructive feedback, production methods, and coordination of people and resources.
- 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 principles and methods for training design, teaching and instruction for individuals and groups, and the measurement of training effects to assist in promoting the development of all team members.
- 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.

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<sup>M</sup> 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.

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- 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 instructing skills by teaching others how to do something on the project site.
  - 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 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 the management of personnel resources by motivating, developing, and directing team members as they work and identifying the best people for the job.
  - 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 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 see details and effect to the "bigger picture" of the project.



- Ability to proficiently 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 an understanding of the distinction between management and leadership and seeks to use both skills sets in the position.
- Demonstrates initiative to take action and a willingness to take on responsibilities and challenges.
- Demonstrates a strong style of leadership to ensure that entire staff is in compliance and will follow the requirements on the job site.
- 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 or degree in construction management, engineering, etc. preferred.
- Five or more years work experience in a Superintendent position (e.g., scheduling, ordering, field supervision, quality control, safety, and production of all phases in construction) on medium-sized projects is required with four or more years (or equivalent) field or trade work experience in the construction industry required; government, military, or large commercial construction experience preferred. Work in the design-build industry and on large-sized projects is preferred.
- Computer literacy (Microsoft Office, Outlook, Internet, etc.) required.
- Specific software literacy (Primavera 3/6, Viewpoint, BIM, Revit) preferred.
- CPR, First Aid, and OSHA 30-hour Certifications, EM-385, and STS required; Training can be provided.
- Spanish-English bilingual skills desirable.
- LEED GA/AP 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. Job walks and inspections outdoors are required. 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.



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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.