**Company Name**



Street Address

Your City, ST ZIP

**YOUR PLACE IN THE COMPANY:** **Site Superintendent**

**YOUR LEADER:** Projects Manager

**WHO YOU LEAD, TEACH AND SUPPORT:** None

**HOW YOU HELP THE COMPANY SUCCEED:** Monitor field construction of a project, including its planning, scheduling, deployment and construction in order to complete the work on time, on budget and to the quality specified.

**MAIN RESULTS EXPECTED FROM YOU:**

* Work with subcontractor supervisors to deliver a completed product on time, on budget, to a satisfied customer.
* Protect and promote the interest of the company in all matters.
* Comply with local building codes and ordinances.
* Ensure that all government safety regulations and company safety policies are always followed.

**MAIN WORK YOU DO:**

* Develop on-site plans and procedures for field operations.
* Coordinate and monitor the activities of subcontractors by working with the subcontractor’s onsite superintendent or foreperson at each job site.
* Coordinate and monitor the activities of suppliers and company labor.
* Ensure the work is performed to the specifications provided in the job estimate.
* Create and update progress schedules.
* Establish and maintain safety and security practices for the project.
* Ensure compliance with safety measures by all subcontractors and company labor.
* Prepare regular and special reports for job meetings.
* Conduct and complete Inspection Reports for each phase of the work.
* File a Daily Progress Report every day for each project on which there is activity.
* Document any and all interactions with the Owner of the project.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.