



Job title	<i>Site Superintendent</i>
Reports to	<i>Project Manager</i>

Job Purpose

The *Site Superintendent* is responsible for the day-to-day operations of work performed onsite for the services provided. The ideal candidate for this position will coordinate/supervise subcontractors and staff to meet onsite project requirements, and perform safety, quality, and production inspections for quality assurance/control. Duties include ensuring the company complies with all relevant standards, including those set by the Occupational Safety and Health Administration (OSHA).

He/she will be expected to coordinate the services provided by planning, organizing, and controlling the onsite duties. The ideal candidate will have extensive knowledge of construction means and methods, and site services. Good communications with field teams and the project manager are required to maintain information flow.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

- Run the day-to-day operations on the construction site and control the short-term schedule by coordinating field teams and subcontractors.
- Conduct regular job-site inspections, equipment inspections, and safety audits for the services provided to support the construction site.
- Requires knowledge of the Occupational Safety and Health Administration (OSHA) pertaining to construction safety, and supervisory techniques, personnel policies, and procedures. Gathers evidence and prepares reports on code violation complaints and construction accidents and fatalities. Documents violations through notes, sketches, measurements, and photographs.
- Will be involved in monitoring project cost and profitability.
- Hiring and managing subcontractors.
- Coordinating materials and equipment deliveries with vendors and suppliers.
- Developing overall project and weekly work schedules for workers and subcontractors.
- Maintaining a daily log for the job site's operations, including personnel and equipment, and submitting in the form of a daily report.
- Conducting daily site inspections for quality assurance (QA) and quality control (QC).
- Updating project managers about site progress.
- Remaining informed about the latest relevant codes and construction safety standards
- Accomplishes construction human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining onsite employees. Other human resource duties include: communicating job expectations; planning, monitoring, reviewing/approving job payments; conferring with supervisory personnel to resolve complaints and grievances within the workforce; and adhering to company policies and procedures.
- Partners with project management to supervise, direct, and coordinate management of the project, including liaison with owners and subcontractors to ensure efficient and orderly job completion.

- Implement production, productivity, quality, and customer service standards; resolving problems; and identifying onsite management system improvements.
- Manages subcontractors by monitoring subcontractor performance and compliance with subcontract terms.
- Meets construction budget by monitoring project expenditures, identifying variances and implementing corrective actions.
- Prevents fines and interruptions by complying with, and enforcing, codes.
- Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures and complying with legal regulations.
- Updates job knowledge by tracking and understanding emerging construction practices and standards, participating in educational opportunities i.e. OSHA-10, First Aid CPR, reading professional publications, maintaining personal networks and participating in professional organizations.
- Enhances the company's reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job requirements.
- Other duties as assigned.

Qualifications

Qualifications include:

- Minimum 5 years of Superintendent experience in large scale construction, site services, or relevant industries.
- OSHA 30-Hour required (If candidate does not currently have OSHA 30-Hour certification, the proper course will be provided and must be obtained within set timeframe of hire.)
- Excellent organizational skills with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy in recordkeeping and documentation.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) software.
- Excellent communication and interpersonal skills, with the ability to interact effectively with employees and customers at all levels.
- Proactive problem-solving skills and ability to work independently and as part of a team.
- Flexibility to adapt to changing priorities and multitask effectively in a fast-paced environment.
- Proven ability to train and communicate effectively with field employees and supervisors
- Ability to travel to multiple job sites as needed.

Working Conditions

The Site Superintendent primarily works in an onsite environment but will be required to travel approximately 20% of the time. The role involves extended periods of sitting while working from a vehicle or computer, as well as participating in frequent fast-paced operations and events that may require physical tasks. Travel to various locations may be necessary. Additionally, the Site Superintendent must be available to respond to staffing or misc. incidents outside regular business hours. Weekend work may be required to meet needs of the construction project.

Why Join SiteLine Services?

At SiteLine Services, we're building more than projects—we're building lasting relationships and a reputation for delivering innovative solutions with integrity. As the Manager of Projects, you'll play a pivotal leadership role in shaping the company's future by developing people, driving operational excellence, strengthening customer relationships, and ensuring every project reflects our commitment to Trust, Relationships, Integrity, Service, and Stewardship.

This is a full-time leadership position offering competitive compensation based on experience, comprehensive benefits, and significant opportunities to influence the continued growth and success of SiteLine Services.