



ASSISTANT PROJECT SUPERINTENDENT

JULY 2022

REPORTS TO: PRESIDENT

POSITION SUMMARY:

The Assistant Project Superintendent's primary responsibility is to support the Project Superintendent and the Project Manager in the successful completion of assigned projects. The Assistant Project Superintendent participates in overseeing project safety, quality, project scheduling, and communications with the design team, vendors and internal team members regarding field and constructability issues.

ACCOUNTABILITY EXPECTATIONS:

- Assist the Project Superintendent with managing jobsite safety, quality, and schedule for assigned projects.
- Ensure DBS Group's standards of quality and safety are adhered to by proactively championing DBS Group's safety culture amongst the project team.
- Be a problem solver. Proactively provide recommendations and options to help resolve project-specific challenges.

LEADERSHIP EXPECTATIONS:

- Develop and maintain a visible and positive leadership role with our customers, vendors and within DBS Group.
- Work collaboratively with the project team, including on-site vendors, to work together to exceed customer expectations.
- Think beyond day-to-day on-site construction realities and nurture the customer relationship for future growth.
- Interact and collaborate with other DBS Group disciplines to establish best practice processes.

JOB RESPONSIBILITIES:

- Collaborate with the internal team, and external team members, in the promotion and elevation of the DBS Group brand and reputation.
- Take an active role in the DBS Group Lead Generation and Human Resource Referral programs.
- Participate in vendor qualification on an as-requested basis.
- Develop a thorough knowledge of the project budget, subcontractor agreements and purchase order agreements for assigned projects.
- Assist in generating detailed 3-week look-ahead schedules, including distribution to the project team on a weekly basis.
- Participate, with the Project Superintendent and/or Project Manager, in on-site preconstruction and/or project kickoff meetings with vendors.
- Participate, with the Project Superintendent and/or Project Manager, in weekly jobsite vendor coordination meetings.
- Participate in and/or conduct Foreman meetings, pre-task meetings and safety orientation meetings.
- Assist with jobsite logistics, staging and deliveries.



- Assist in coordinating on-site vendor activities.
- Assist in the review of project documents for constructability and content, including shop drawings and submittals.
- Collaborate with the design team to maintain and update records in a timely manner, including RFI's, design bulletins, and as-builts.
- Assist in requesting, receiving, and organizing required vendor safety documentation, as well as monitor and enforce safe on-site work practices.
- Assist in coordinating on-site inspections, including final inspections, with the applicable Authorities Having Jurisdiction (AHJ's).
- Assist in coordinating quality control testing per the project requirements.
- Assist in generating and distributing Daily Work Reports for assigned projects.
- In collaboration with the Project Superintendent, conduct jobsite walks to inspect work in progress.
- Communicate any identified, potential Field Directive changes to the Project Superintendent and/or Project Manager.

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

Experience requirements included: 3 years of experience as a Foreman, or equivalent role, in the commercial construction industry. Candidates must have an understanding of the commercial construction industry, plans and specifications, jobsite safety requirements, planning and scheduling, building trades and sequence of work, and relevant technology. Excellent organizational skills and effective verbal and written communication skills essential. Key competencies are initiative, communication, teamwork, and dependability.

TRAVEL:

Travel to project locations is required. Most projects are located within the Upper Midwest, but there are times when the travel distance to project locations is extended to outside of the Upper Midwest. The normal travel schedule for jobsites requiring long-distance vehicle travel and/or air travel to/from the jobsite is for the field staff to return home every other weekend for a 3-day weekend. Field staff is responsible to develop a strategy for jobsite supervision coverage for planned absences from the jobsite.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee, with or without reasonable expectations, to successfully perform the essential functions of this position. While performing duties of this position the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes and/or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be exposure to toxic or caustic chemicals, risk of electrical shock, risk of vibration and high noise levels.

The Assistant Superintendent is regularly required to:

- Walk, climb stairs, sit and stand.
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Reach with hands and arms.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 LBS.