



FIELD SUPERINTENDENT HOT ITEMS

ESSENTIAL DUTIES THAT ARE CONSIDERED TO BE HIGHEST PRIORITY:

- **Safety:** Refer to Superintendent Safety Responsibilities and adhere to ALL items listed.
 - **Life Safety – Falls, Struck-By, Caught-In/Between, and Electrocution. Risk of any Life Safety item supersedes and take precedence over all other responsibilities.**
- **Pre-Construction:** Engage in project as soon as assignment is made. On occasion, you may be asked to comment on a job that you do not end up being on, but you should still be able to give valid input. Attend subcontractor interviews. Review scopes, and provide redline comments. Pro-actively plan out the project, and intentions to build it. Including review of sequencing, staging, site access, utilities, site specific issues. “Build the project, before it gets built”
- **Project Setup:** Ensure all permitting is in place, site utilization plan is implemented, make arrangements for and manage efficiently, temporary facilities including trailer, dumpster, operations team parking is available, toilets, fencing, temp power, internet, etc.
- **General Duties:**
 - Know who you are mentoring and why? How are you mentoring them?
 - Ensure subcontractors are not on site without a fully executed subcontract agreement. If Director approval is obtained prior, the indemnification form may be used.
 - Know and Understand Exhibit A of subcontracts, Know and understand scopes of work for all trades, know notice requirements of owner contracts, and LD’s for project.
 - Be pro-active, plan ahead, always be thinking 2-3 weeks in advance.
 - Develop & Maintain a three week look ahead schedule in Microsoft Project. Three-week subcontractor schedule should align with the master schedule, durations in Exhibit C, and must be distributed via email each week. Now and track daily performance expectations of units a day, SF a day/week and/or weekly milestones. Dates on schedule need to be maintained.
 - Require all subcontractors make weekly site visits three weeks before scheduled start. Get input early on QC, and needs to ensure the scheduled start date is maintained.
 - Schedule and run weekly subcontractor coordination meetings
 - Review a Safety Topic, and Site Safety
 - Provide & Review a 3 week look ahead schedule
 - Review RFI’s and outstanding submittals
 - Utilize platform for subcontractor input and coordination amongst each-other. Discuss site specific items.
 - Document and notify in writing via email/letter ALL owner/subcontractor delays at time of impact. Including weather delays. In addition to formal notification, show delays in owner schedule/subcontractor weekly schedule updates.



- Superintendents should be spending adequate time in the field (multiple walks of the jobsite a day) observing safety, quality, and performance. This will be per job and the specific job needs.
- Document and notify in writing via email/letter ALL trade damage and quality issues at time of impact.
- Stay within project general labor budget
- Complete daily reports at the end of each work day.
- Coordinate all required 3rd party inspections, and city inspections.
- Be very familiar with plans and specifications. Document all modifications to contract set of drawings via RFI, Submittal, and As-Built
- All documented correspondence should include the entire project team.
- **Project Closeout**
 - Generate an internal deficiency list and update and resolve through-out construction.
 - Coordinate, manage, and close-out all owner punch-list items within 5 days of occurrence.
 - Deliver Final Completion of Project On-Time (Per original baseline schedule)