



## Construction Site Superintendent Position Agreement

### Mission Statement

Lloyd Construction is dedicated to operating a high-quality, service-oriented construction firm.

- **Exhibit Professionalism**
  - **Team Player**
  - **Experienced**
  - **Knowledgeable**
  - **“Can Do” culture**

To support these efforts, we continually strive to produce a work environment based on the following guiding principles.

- **Mutual Respect:** We will make every effort to create an environment of mutual respect and professional relationships, characterized by open and honest communication among all staff and management.
- **Commitment to Our Team mates:** We will make every effort to treat our team mates in a fair and equitable manner; and we will do our best to hire and promote based on qualifications and merit.
- **Compensation:** We will make every effort to offer salaries/wages that are comparable to similar employment opportunities in order to attract and retain long-term team mates
- **Professionalism:** Prompt and professional in all actions and appearance.  
Standing meeting in office at 7:30am Monday with updated project production notes. \*PM’s only, unless instructed otherwise

Site Superintendents are responsible for multiple tasks across the business spectrum: Management, Production, and Materials takeoffs/Administration. This includes, but is not limited to understanding and evaluating specifications, drawings and existing site conditions, ensuring that they have the knowledge to successfully manage and coordinate all components related to the scope of work. Site superintendents must also work with the Management team and on site labor to follow up with trade contractors for Quality control, Scheduling and Sequencing. The project manager will be responsible to coordinate the project debrief and integrate the site supervision team.

## Tasks

- Prepares and maintains status of plan updates on site (RFI'S, C.O.'s, Addenda, etc.)
- Maintains communication with trade partners and vendors
- Monitors and confirms addenda and other plan update or scope changes with trade partners
- Shows creativity and resourcefulness to gain better productivity from trade partners
- Review scope of work requirements thoroughly and asks follow-up questions of every trade partner
- Able to consult with trade partners to gain understanding or advice on difficult tasks
- Has a thorough understanding of the scope for specific trades assigned
- Initiates RFI and scope clarifications with PM that ensure adequate trade partner involvement and understanding
- Understands how to schedule and sequence trade partners to the size/scope of project
- Minimize exclusions or oversights by “Actively managing” trade partners
- Consistently follows up with trade partners prior to being on site to perform scope of work
- Review drawings with comprehensive management team and highlight areas of concern
- Review job cost with management team and highlight any trade partners/material vendors that still need to be awarded or assessed
- Thoroughly checks requirements to source/deliver correct materials or products
- Communicates with trade partners in a timely manner to ensure efficient scheduling and supply of materials
- “Actively manage” and create accountability for shorter term trade partner scheduling, sequencing and current scope of work (daily/weekly)
- Provide trade partners with as much information as possible (specifications, detailed layout, quality expectations, job site rules/regulations, safety policy, etc.)
- Seeks & qualifies new trade partners and or labor
- Makes aware and Holds trade partners to the Lloyd Construction standards
- Appropriately delegate responsibilities with Management Team for a “no cracks” management plan
- Completes necessary quality control inspections
- Complete daily job log entries (UDA Construction Online)
- Schedule and confirm landing zones, receiving, and materials handling of material deliveries
- Weekly management team updates
- Perform and record weekly site safety meetings

**Build Long Term Relationships**

- Handle all subcontractor interactions in a manner designed to build a long term relationship.
- Develop personal/social relationships with selective trade partners.

**Operate as One Team**

- Build strong win-win relationships with other departments within Lloyd Construction, including the Leadership team, Project Management team, Supervision team and Labor

**Go the Extra Mile**

- Do what it takes to ensure that Lloyd Construction proposals and projects are competitive and have the greatest chance of success. This may require the employee to arrive early, stay late, or perform tasks not specifically outlined in the job description.
- Double-check all critical work deliverables to minimize mistakes.

**Never Stop Improving**

- Read local business and relevant construction trade publications.
- Initiate suggestions for company-wide process improvements.
- Research and maintain technological excellence in their work environment.

**Engineer Win-Win Solutions**

- Develop creative solutions to problems.
- Identify creative ways to deliver additional profit if possible.

**Take Ownership**

- Complete all activities with a pride of ownership “as if it was your name on the door.”
- Demonstrate adherence to and performance in keeping with the core values and culture of Lloyd Construction’s Equal Employment Opportunity Policy and Affirmative Action obligations.

**General requirements for all positions:**

- Excellent written and verbal communication skills.
- Must know Microsoft Office products including Outlook, Word, and become proficient in UDA Construction Online
- Must be self-motivated & punctual.
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally.
- Must present themselves as professional in appearance and speech.