

The Value of Job Descriptions

Job descriptions give employees a guideline for the responsibilities of their job. This benefits the employee because they understand your expectation for their performance. It also makes it easier for you to monitor their performance, give reviews and conduct disciplinary action if necessary.

Job descriptions should contain a few basic elements:

- ✓ Job Title
- ✓ Job Description including who the position reports to and summary of job purpose
- ✓ Key Responsibilities
- ✓ Required Licenses and/or Certifications
- ✓ Skills and Knowledge Needed

Listed below is a sample job description for a superintendent position. All job descriptions must be carefully reviewed and modified to fit the individual company's requirements.

Job Title: Construction Superintendent

Description: Under general direction of the company owner, serves as a member of the construction management team with broad authority over assigned projects, participating in all phases of construction from project planning to completion. Emphasis is on quality control, evaluation of change order requests and ensuring that construction schedules are met.

Key Responsibilities: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- ✓ coordinates activities associated with the company's construction projects
- ✓ serves as liaison with subcontractors, architects, utilities and others
- ✓ participates in project construction development and planning
- ✓ processes utility requests for construction projects
- ✓ represents the company regarding on-site construction quality control
- ✓ reviews, makes recommendations concerning and processes change order requests
- ✓ reviews punch lists
- ✓ assures construction specifications are met
- ✓ notes deviations from project schedules and costs
- ✓ maintains records and prepares reports

Required Licenses and/or Certifications: Requires a valid drivers license

Skills and Knowledge Needed:

- ✓ Principles and practices of construction management, building operation and maintenance, quality assurance programs and systems, budget administration, construction specification and bidding processes
- ✓ Ability to plan, organize and manage time to track progress and elements of assigned construction projects effectively
- ✓ Establish and maintain effective working relationships with coworkers, employees of subcontractors and outside entities.
- ✓ Prepare or participate in the development of construction and other budgets and monitor performance against the approved budget.
- ✓ Communicate effectively, both orally and in writing.
- ✓ Ability to lift up to 50 pounds.