

Project Superintendent

H&H Design-Build in New Albany, IN is looking to expand its team. We are seeking an experienced, Healthcare Construction Project Superintendent to join our team. This role is responsible for managing the jobsite, staying on top of scheduling, providing daily reports, communicating with Subcontractors, onsite Vendors, Hospital Staff, and more. Our projects can last anywhere from 6-weeks to 6-months or up to a year. We are looking for someone who can travel and move from site to site.

The successful candidate will enjoy the freedom to take charge of your own assignments, be proactive problem solver, able to manage multiple priorities and have a strong drive to take ownership and responsibility. A great deal of technical expertise in all areas of General Construction is necessary, with a strong follow up and eye for detail, and an absolute passion for safety! The ability to model professional demeanor and communicate cross-departmentally within our Company and our public is crucial for someone to be a good culture fit.

Mandatory Experience/Skills:

- Relevant experience with at least 3 years in General construction
- Blueprint reading proficiency a MUST
- Responsible, detail oriented, and proactive in approach to problem solving
- Able to understand construction documents and communications, as well as be able to prepare specifications professionally in User Group/Stakeholder meetings in all phases of project
- Represent our Company as an Ambassador with Owners (clients), Stakeholders, vendors, patients, team members, etc., on and off the jobsite

Preferred Experience/Skills:

- Experience in healthcare construction, a plus
- Thorough understanding of all Divisions and Phases in Construction
- Solid understanding of the project scope and knowledge of safety protocols in healthcare environments
- Agile in software programs such as Procore, MS Project, Microsoft Office Suite, Excel, and more

Key Performance Indicators:

- Develops a thorough understanding of project scope and provides major oversight in maintaining a clean, safe, and productive jobsite
- Maintain and update construction documentation, schedules, feedback, daily reports, and site pics for projects in Procore
- Ability to serve as lead contact onsite, maintaining a professional demeanor at all times
- Work closely with H&H Project Managers, Architects, Owners and Stakeholders to oversee the construction of rooms and facilities for the medical industry

FIELD MANUAL

Project Superintendent Key Role & Functions

Introduction: The purpose of this standard is to define the duties, authority, responsibility, reporting relationship, and measurement of accomplishment for the functional position of Project Superintendent, as assigned to that function by the President of H&H Design-Build.

- **The Basic Function:** Maintain site ownership and responsibility including but not limited to, safety, progress, cleanliness, and adherence to facility specific policy and procedures.
 - ❖ Ensure the project is completed on time, exceeding standards of safety, excellence, and completeness while maintaining the customer relationship.
 - ❖ Promote the on time and on budget philosophy when determining best practices.

- **Working Conditions:** Work will mainly be in a hospital (or hospital type) facility, which is a smoke free, NON temperature-controlled environment, where there is a lot of noise and interruptions are ever present. The job sites can be hot in the summer and cold in the winter, noisy, and dusty. A good deal of traveling from job site to job site as needed will be the norm.

- **Requirements:** These are the standard requirements for successful execution of the position in which is described.
 - ❖ Education- HS Diploma required; Degree – preferred (in field of operation a plus)
 - ❖ Experience- Extensive experience in general contracting, and managing a job site, with 3-5 years in prior successful Project Superintendent role
 - ❖ Skills- Must have the ability to stay on schedule, correspond in a professional manner, conduct becoming of an Ambassador of the Company at all time and with all people. Must possess the ability to work closely with a diverse group of people, including owners, suppliers, outside professionals, and inter-departmentally. Must have computer proficiency, and ability to read blueprints. Must be able to problem-solve in a technical and analytical manner as it relates to the onsite needs.
 - ❖ Physical- Must be able to lift 50lbs., as well as handle frequent sitting, standing, kneeling, walking, bending, and lifting. Must be able to use arms and hands to operate functionally in this role.
 - ❖ Mental- Must be able to read, write, and speak English fluently. Knowledge of advanced math and have technical research ability is a plus. Must be able to work under time and budgetary pressures. Must be able to handle the atmosphere of working in an active hospital, and possibly within the facility in areas that are active OR, ER, Cath Labs, etc. with all that those rooms may have associated with them.
 - ❖ Appearance- Must always represent H&H in a professional manner by wearing Pridewear on the jobsite, with shirts always tucked in. No dirty jeans allowed! Shirts are always collared, clean, unspotted, non-sleeveless and not overly worn or frayed. Pridewear only allowed on jobsites, with our standard (non-expired) H&H white, hard hats with logo to be worn onsite always. In 2021, we will be instituting the use of personalized safety vests to be incorporated in our standard onsite dress codes.
 - ❖ Responsibility- Understand that your job isn't a M-F/ 9-5 kind of workload and pivot and plan accordingly and willingly. A well-managed site is one that does not require a lot of overtime, weekend work, or evening shifts- but there is an occasional situation where this may happen, due to the environment and type of work we do.

FIELD MANUAL

Project Superintendent Key Role & Functions

- **Position Description and Responsibilities:** The Project Superintendent is a supporting role in the overall function of the project. You are the eyes and ears of what is always going on at the site.
 - ❖ Manage the site as if it were your own, keeping it clean throughout the day, and especially before leaving for the day. This includes trash removal, sweeping, putting things back in a state of order.
 - ❖ Communication is key! Your cell phone should be on, and you should have the proper VM set up from day one. If you are going to be away from the site, communicate this to your PM, other team.
 - Supply daily records and logs (submittals, RFI's, ASI's and communication) to PM and in Procore.
 - ❖ Direct the activities at the worksite by being onsite at least 15 minutes before the anticipated arrival of contractors, and you are expected to stay on site while any work is being done. If there are workers present, you are to be the authority onsite to manage the work site.
 - ❖ Stop work! You have a stop work authority, which means that if you see any behavior that does not meet our standard safety protocol, you are expected to stop all work until the threat is mitigated
 - ❖ Coordinate, organize, schedule and direct onsite personnel and sub-contractors to ensure on time project delivery. Look ahead for potential setbacks and effectively communicate them to the project team.
 - ❖ Facilitate onsite progress meetings (templates to be utilized) with the sub-contractors and owner's onsite representative. Create 2-week look ahead schedules, meeting agendas and keep meeting minutes.
 - ❖ Review shop drawings, product data and samples. Contact PM and Architect with possible deviations or substitutions.
 - ❖ Schedule and coordinate all inspections.
 - ❖ Be familiar with subcontracts and verify adherence.
 - ❖ Provide and monitor the Infection Control Measures and assist with the daily cleanup.
 - ❖ Monitor and maintain security of the job site.
 - ❖ Apply basic First Aid (only after being First Aid/CPR Certification) and maintain First Aid supplies onsite.
 - ❖ Maintain current as-built drawings.

- **Measure of Accomplishment:** Having a project that stays on time and within budget is key to the overall success of the project. Since we do not have a sales force or even a huge marketing budget, everything we do is by word of mouth and our reputation. We anticipate that all H&H employees share the responsibility and own the fact that we are a walking billboard for our Company. We execute our projects with shared vision of success from all team members:
 - ❖ Managing projects that are On Time, On Budget, and to the highest standards.
 - ❖ Receiving appropriately positive feedback from hospital and facility staff on the project.
 - ❖ Conducting oneself in a professional manner that raises the bar on the standards of excellence.
 - ❖ Accomplishing the responsibilities and duties mentioned therein of this document.
 - ❖ Maintaining site safety and cleanliness.
 - ❖ Providing for all the fundamentals and other items outlined in this document in a positive and thorough manner.