

# Bond Jobsite Superintendent

## Job Description



**Job Title:** Bond Jobsite Superintendent

**FLSA:** Exempt

**Reports to:** General Superintendent for  
Facilities Planning and Construction

**Pay Grade:** Admin/Prof 1

**Dept./School:** Facilities Planning and Construction Department  
Bamberg Professional Development Center

**Calendar Days:** 257

**Contract:** Probationary/Term

**Revised:** 2.16.2024

### Primary Purpose

The Bond Jobsite Superintendent reports directly to the General Superintendent for Facilities Planning and Construction and is part of the infield team ensuring that the support is provided in a timely, relevant, and case by case sensitive manner.

### Qualifications

#### Education/Certification:

- Bachelor's Degree in Construction Management, Project Management, Architecture, Engineering, or related field from a recognized, accredited college or university

#### Special Knowledge/Skills:

- Excellent communication, organizational, and supervisory skills
- Possess analytical, reasoning, and problem-solving skills
- Ability to work under pressure and maintain emotional control under stress when dealing with difficult people or situations as well as frequent interruptions
- Ability to meet inflexible deadlines, handle multiple tasks simultaneously, and perform job duties with minimal supervision following established procedures
- Ability to work in a construction environment that is hazardous, dirty, noisy, and frequently outdoors
- Demonstrate the ability to follow-up and follow through with assignments and projects
- Proficient with Microsoft Office Word, Excel, PowerPoint, Visio, Projects
- Capacity to learn the computer software such as, but not limited to, the District's financial accounting software (Frontline ERP) and Primavera Contract Management

#### Experience:

- Minimum of three (3) years coordinating construction activity

### Major Responsibilities and Duties

1. Demonstrate through goal setting a clear-cut sense of direction or purpose in daily activities
2. Assist in the process of finalizing construction drawings
3. Effectively apply district methodology and enforces project standards
4. Minimize the district's exposure and risks on construction projects
5. Obtain and assess bids from trade contractors, sub-contractors, and material vendors
6. Coordinate utilities for projects

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7. Coordinate project material delivery
8. Review contractor's change order requests prior to approval/denial
9. Demonstrate the ability to follow-up and follow through with assignments and projects
10. Generate quote/proposal for upcoming minor projects as needed
11. Review, disseminate, and document shop drawings and submittals
12. Maintain construction progress schedules
13. Coordinate architectural and engineering punch list items and follow-ups on completion
14. Demonstrate knowledge of plans and specifications
15. Plan, coordinate, and supervise on-site functions
16. Maintain construction site files with Project Managers in ProjectMates, i.e. permits, submittals, addendums, consultant reports, drawings, RFIs, ASIs
17. Assume responsibility for motivating the productivity of the contractors, and the efficient use of labor, materials, and equipment
18. Ensure construction is completed according to plans, specifications, and approved submittals, on-time and with superior contractor workmanship
19. Maintains a daily log of construction activity
20. Verify safety compliance with all trades
21. Resolve on-site problems and conflicts as they are encountered, referring difficult or unique situations to the General Superintendent as soon as possible
22. Record and follow-up on timely completion of architectural and engineering punch list items and warranty items
23. Occasionally required to work weekend, early morning and/or evening hours, and District approved days off in order to maintain an inflexible completion schedule.

#### **Policy, Reports, and Law**

24. Complete periodic reports of construction project progress
25. Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents

#### **Safety**

26. Maintain safety standards in conformance with federal, state, and insurance regulations

#### **Professional Growth and Development**

27. Pursue continuous improvement and growth in knowledge of leadership skills; codes, laws, regulations, permits, etc. relevant to building construction and maintenance; current safety standards for building construction and maintenance; and long-range planning, evaluation and implementation of long-range construction and maintenance projects relevant to a school environment

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### Other

28. Perform other duties as assigned by the Executive Director/Director/ General Superintendent of Facilities Planning and Construction, Chief Operations Officer, and the Superintendent of Schools

### Supervisory Responsibilities

None

### Evaluation

The Bond Jobsite Superintendent 's evaluation is a responsibility resting with the General Superintendent of Facilities Planning and Construction. An evaluation shall be completed in writing at least once during the course of each school year.

### Work Environment

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Physical Demands/Environmental Factors:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; small hand tools, ladder, mechanical and electrical testing equipment. Ensure to have your own tape measure and level

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Frequent moderate lifting and carrying (less than 50 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_