**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Plan, coordinate, and supervise all onsite functions (scheduling, materials, field engineering, manpower and subcontractors) to ensure the project is constructed safely and in accordance with design, budget, and schedule.
* Responsible for completion, review, and submission of crew and equipment timecard and production tracking by 9AM following the day of work.
* Responsible for completion, review and submission of all field paperwork including delivery tickets, trucking tickets, equipment daily logs weekly in brown envelope weekly.
* Serve as champion of project team in solving project issues, problems and notify project manager of necessary change orders.
* Perform daily huddles with crew members/foreman to discuss roles and responsibilities and task safety.
* Conduct weekly tool box talks.
* Acquire, document, and review pay item quantity tracking with owner’s representative on all unit price jobs.
* Capable of compiling three (3) week look-a-heads alone or with PM. Hold PM accountable for 3 week look ahead meeting and jobsite visit.
* Work closely with project manager on preconstruction activities; developing baseline project schedule, material orders and project field set-up.
* Conduct pre-install checklists as required.
* Assume leadership role on project, responsible for coaching, mentoring and setting the overall discipline and tone of project. Manager manpower effectively.
* Maintain ethical and positive customer and employee relationships at field level.
* Maintain professional conduct with direct reports and peers.
* Assist with documentation of best practices and innovative construction techniques.
* Motivate peers and direct reports.
* Serve as a teacher and as a student.
* Attend training and continuous education.
* Assist human resources in hiring qualified craftsmen, carpenters, operators and foremen.
* Complete other tasks assigned/requested by general superintendent/project manager.

**COMPETENCIES**

* Competent at managing large complex projects $2M and under in size with multiple crews at any given time.
* Ability to manage multiple aspects of heavy construction, concrete, earthwork, utilities - scheduling, cost, safety and quality.
* Good understanding of vertical and horizontal construction layout.
* Possess strong organizational and communications skills.
* Proficient at reading, writing, and basic addition and subtraction.
* Ability to navigate MS Office (Word, Excel, Outlook, etc.) a plus.
* Must be a self-starter with the ability to work well under pressure.
* Must possess a valid driver’s license and ability to drive a Siema vehicle.
* Physical requirements:
	+ Manually lift/carry 50-100 lbs
	+ Stand and walk for long periods of time
	+ Carry tools/equipment
	+ Stoop, kneel, crouch, and crawl
	+ Perform all required tasks during extreme weather conditions (hot/cold)

**EDUCATION/WORK EXPERIENCE**

* Desired education – high school diploma or equivalent.
* Desired experience – 5+ years in commercial concrete & site work & heavy highway leadership experience.
* Siema Safety
* Leadership Training
* Siema Supervisor Safety
* Siema Field Reporting
* Intro to GPS
* Intro to Total Station

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**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**