

Dawson

GENERAL SUPERINTENDENT JOB DESCRIPTION

Title: General Superintendent

Classification: Exempt

Education and/or Experience: 15+ years of experience in commercial construction, including experience with a commercial contractor

Position Summary

The General Superintendent (GS) will serve as an advocate, resource and leader for our superintendents, foremen and crews. The GS will oversee field training, development, communications, allocation of resources and implementation of best practices. The GS will also work with division leaders to assemble project teams and ensure field teams are supported with the training, development and resources they need to perform their work. The GS will build relationships with the field personnel, working to develop mutual trust and respect.

Organizational Relationships

- Reports to: President
- Direct Reports: Superintendents, Foremen
- Peers: Safety Manager, Directors, Senior Estimator/Managers

Essential Functions

- Ensures safety is an everyday topic and supersedes all other considerations
- Exemplifies the Dawson culture of doing the right thing, passion for our work, and continuous innovation
- Demonstrates a dedication to successful delivery of projects for our clients and partners through planning, team building, anticipation of challenges, ensuring resources are provided and flexibility to address specific project team needs.
- Cultivates and maintains relationships with industry leaders including customers, partners and peers.
- Leads by example and personifies Dawson's *Traits of Successful Project Leaders* (attached)

Primary Job Functions

- **Personnel – Provide advocacy, resources and leadership to field personnel**

Team Development

Promote Safety and Quality programs

Facilitate training and development

Refine and execute on self-performed work strategies

Manpower Coordination

Coordinate labor resources

Provide coverage for Superintendents for vacations, trainings or unexpected events

Provide additional on-site leadership when needed

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- **Construction Operations – Act as liaison between field and management**

- Project Planning Process

- Model effective labor management practices

- Strategize means and methods

- Project Meetings

- Participate in site audits

- Identify current or potential issues and address in one-on-one meetings

- Plan and lead regular Superintendent meetings

- Help field leaders develop and implement the project plan

- Key Performance Indicators

- Monitor Safety & Quality, labor production and short interval schedule alignment with CPM schedule

- **Field Systems – Lead Dawson’s field best practices and continuous improvement initiatives and processes**

- Field Best Practices

- Identify, document, organize and standardize the Dawson way

- Implement tool for training and development

- Model and reinforce consistent application of best practices

- Continuous Improvement

- Research construction trends and network with peers to keep Dawson current and competitive

- Identify industry leaders for training and development

- Develop field leaders as internal experts and trainers

- Communicate lessons learned from project to project

Skills, Knowledge and Abilities

- Strong knowledge of construction methods and safety practices
- Proficiency with current industry technology
- Ability to prioritize and delegate tasks effectively
- Ability to communicate effectively with all project team members

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences, or relief to equalize peak work periods or otherwise balance the workload.

We offer competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.

To Apply: Please submit your cover letter and resume to careers@dawson.com

EEO Employer/Disabled/Vets and Drug Free Workplace

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Traits of Successful Project Leaders



Prioritize Safety

- Lead by example
- Get everyone home safe
- Plan ahead so you don't have to rely on your last line of defense
- Make safety an everyday topic with crew and subs
- Ensure subcontractors and crew understand and adhere to site safety requirements



Know and Operate under Dawson's Values

- Build with leadership, predictability and value to ensure successful construction projects
- Safety supersedes schedule, cost or circumstance; Every accident is preventable; Everyone goes home safe
- Doing the Right Thing
 - For our People
 - For our Clients
 - For our Partners



Be a Leader

- Know your client's expectations and priorities and manage to them
- First listen to understand, then respond
- Be fair, firm and friendly
- Lead by example
- Be a strong communicator (clear, concise, and direct)
- Take the time to teach others
- Be part of the solution
- Adapt to your team's capabilities



Rise to the Occasion

- Be innovative
- Solve problems
- Make it happen; do what it takes to get the job done right
- Address issues pro-actively (bad news doesn't get better with time)



Know Where Your Project Stands

- Always know the status of your project schedule, labor and budget
- Know your risk and manage it
- Stay on top of cash flow, materials, subs, labor, etc.
- Manage costs and stay within budget



Do What You Say You're Going To Do

- Exceed expectations
- Don't over commit
- Keep your word
- Know when to ask for help
- Know and meet your milestone dates
- No surprises



Embrace Your Position

- Continuously learn and improve
- Take pride in your work
- Bring energy and enthusiasm
- Project a positive attitude and outlook
- Strive to be the best at what you do



Start and Finish Strong

- Finish on or ahead of schedule; expedite the closeout
- Begin with the end in mind
- Stay in front of your project; you can't build it without the materials
- Remove obstacles; follow-up for a successful delivery
- Project Managers—stay in front of your superintendent;
- Superintendents—stay in front of your crew and subs