



UNDERGROUND UTILITIES SUPERINTENDENT

POSITION SUMMARY:

WATER/SEWER BACKGROUND

Directs activities of workers concerned with the construction of buildings, dams, highways, pipelines, or other construction projects. Studies specifications to plan procedures for construction on the basis of starting and completion times and staffing requirements for each phase of construction, based on knowledge of available tools and equipment, and various building methods.

Assembles team members at the start of the project. Orders the procurement of tools and materials to be delivered at specified times to conform to work schedules. Confers with and directs supervisory personnel and subcontractors engaged in planning and executing work procedures, interpreting specifications, and coordinating various phases of construction to prevent delays.

Confers with supervisory personnel and/or Human Resources to resolve complaints and grievances within the workforce. Confers with supervisors and engineering personnel, inspectors, and suppliers of tools and materials to resolve construction problems and improve construction methods.

Inspects work in progress to ensure that work conforms to specifications and that construction schedules are adhered to. Prepares, or receives from subordinates, reports on progress, materials used, and costs, and adjusts work schedules as required to complete the project on time and on or under budget. May direct workers concerned with major maintenance or reconditioning projects for existing installations. Workers are usually designated according to the type of project, work, or construction activity directed.

ESSENTIAL JOB FUNCTIONS:

- Review Project plans and specifications to ensure all requirements of the project will be met. Provide a list of materials seen as required and not discussed in the job review. If justified, determine who will obtain them with PM.
- Review the Heavy Job and Super file, clarify any issues or concerns.
- Videotape project prior to start of work.
- Record locations of mark outs for records by any means necessary.
- Schedule all labor, equipment, materials, subcontractors, etc.
- Discuss any revisions to labor, equipment, materials, subcontractors, etc. with PM to ensure costs and productions warrant change.
- Take pictures frequently, documenting the progression of work.
- Enter timecard information into Heavy Job at the end of the shift.

- Verify quantities provided by others, ensuring accuracy and correcting as necessary.
- Ensure work is performed in compliance with specifications.
- Advise PM / APM of any disputes with the Owner's representative and discuss resolutions. Attempt to resolve disputes with the Owner's representative, advising PM of the outcome, and provide all information to PM required to further address disputes not resolved.
- Confirm pay quantities with the Owner's representative regularly, ensuring accuracy for completion of the payment voucher.
- Prepare work schedule by 12 pm the day prior. List to include Materials, Equipment, and Labor with start times.
- Responsible for Calling Field Support with Materials and Tools lists for pick up at the end of the day's shift.
- Must keep a clean work area in the Office and must keep the company vehicle clean and orderly daily. The truck must be washed once per week for a Monday start.
- Overtime may be required to meet project deadlines.

EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Company Cellphone
- Company Vehicle
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.