**Position Title:** Superintendent of Field Operations

**Reports To:** Field Operations Segment Manager

**Job Purpose:**

The Superintendent of Field Operations will oversee and manage the installation of MillerClapperton’s projects for the Field Operations segment of MillerClapperton. The primary purpose of a Superintendent of Field Operations is to be a leader and problem solver within the Field Operations Department. To provide leadership and knowledge to team members prior to arriving on-site to the completion of a project. This position will spend approximately 80% of their time in the field and 20% in the office. Additional purposes include the responsibility to oversee and mentor other employees in the Field Operations department. A fully capable individual who has a depth of knowledge in our subcontracting business and is capable of handling multiple projects with minimal assistance.

**Requirements:**

* College or Technical School degree in architecture, engineering, or construction management is preferred.
* Background and experience in architecture, engineering, or construction is required.
* Background and experience in exterior wall cladding, curtain wall systems, glazing, waterproofing, and/or other building products is required.
* Must have five years or more in the field hands-on experience and/or previously employed with an exterior cladding company, curtain wall company, or commercial General Contractor as a Superintendent.
* Must possess the ability to manage the demands of multiple projects and multiple installing subcontractors.
* Must possess a desire to learn and teach all aspects of construction and the installing subcontracting business.
* Must have a problem-solving attitude, the aptitude, and the personality to figure out solutions and convey them written and verbally to installers and managers.
* Must have knowledge of OSHA safety standards and the ability to teach them to team members.
* Must have in-depth knowledge of aerial lifts, scaffolding, swing stages, and other installation equipment to be able to recommend the most efficient and cost-effective equipment required for a project.
* Experience with Bluebeam Revu software or other PDF software is required.
* Must possess an exceptional understanding of Microsoft Office programs.
* Must possess strong computer and in-field use technology tools such as iPad abilities.
* Must demonstrate the aptitude to read and understand project specifications, architectural drawings, structural drawings, and installation drawings.
* Must be willing and able to collaborate, train, and mentor team members in the Field Operations department.
* Must demonstrate an aptitude to learn, understand, and teach construction sequencing, quality standards, and product limitations.
* Must demonstrate an aptitude to make decisions quickly and convey accurate information to installing subcontractors, Project Managers, MillerClapperton customers, and other MillerClapperton Segment Managers.
* Must be able to prioritize and complete multiple tasks that may vary in urgency between multiple projects.

**Responsibilities:**

* Directly manage all aspects of the in-field installation of products on assigned projects from installation start to Project Closeout.
* Review and manage assigned project’s scope of work, installation durations, and other items within MillerClapperton’s control to be sure the expectations are properly conveyed to the installation team.
* Review and be responsible for collaborating with Project Managers and Field Operations Managers on tasks pertaining to the specific products to be installed, project plans, schedules, deadlines, and goals.
* Complete site readiness activities by visiting job sites and/or by collaborating with Field Operations Manager, Project Managers and Field Measuring Manager/Technicians.
* Submit project progress reports, OAQC inspection reports, and Safety Audit reports to the Field Operations Manager and Project Management to help track schedules, costs, non-compliance issues, and substantiate Change Orders.
* Perform Safety Audits on project installation crews.
* Evaluate Foremen and installers working abilities and efficiency.
* Evaluate site conditions and recommend the proper, safest, and most cost-effective equipment to perform the installation of products.
* Troubleshoot field condition problems and collaborate with managers and installers on the solutions.
* Review and be responsible for project installation documentation throughout the installation duration.
* Review the Installation Drawings and the Scope of Work before a project’s Pre-installation Meeting.
* Attend Pre-installation Meetings.
* Prepare a written project installation schedule by area and sequence.
* Evaluating new subcontract installation companies and properly vetting them to be sure the company standards and experience are acceptable.
* Submit project Daily Reports when required.
* Review project’s job installation cost with Field Operations Manager to ensure accuracy.
* Coordinating with MillerClapperton Field Operations Managers, Project Managers, and installation crews to ensure that the assigned project(s) schedule requirements are on track.
* Traveling to project job sites to attend meetings, train installers, perform QAQC checks, and solve issues as they arise.
* Manage subcontractor’s extra work within the project’s contractual requirements to ensure that MillerClapperton is fairly compensated for all work performed on a project. This information will need to be prepared in conjunction with the Project Manager.
* Perform monthly percentage of completion reviews with the Field Operations Manager.
* Perform project post-mortem reports on completed project that shall include all costs that pertain to the Field Operations Department.

**Work Context:**

* High degree of accuracy, attention to detail, and exactness is extremely important in this position.
* Ability to work with a wide variety of MillerClapperton employees, installing subcontractors, customers, and personalities.
* Ability to manage stress and high-pressure situations.
* Excellent verbal and written communication skills are very important to communicate with employees and customers.
* Excellent time management and prioritization skills are necessary due to the demands of the position.
* Out of state traveling by car or airplane will be required.

**Physical Demands:**

* Exposure to typical commercial construction work areas and job site terrain.
* Work on platforms, aerial lifts, and personnel hoists.