

Position: Field Superintendent
Company: Pavement Recycling Systems, Inc.
Department: Operations
Reports To: Branch Manager
FLSA: Non-Exempt

Position Overview

As a Field Superintendent, you will be an ESOP owner in the success of the Company. You will be set for high expectations among your crew for safety, quality, scheduling, cost performance, and team development. You will manage personnel and operations associated with the private and/or public projects to meet company deadlines, quality specifications, and delivery of equipment and materials. You shall supervise all sub-contractors, consultants, and vendors daily basis.

Primary Responsibilities

- Supervises all operations to provide safety of the crew and project
- Trains, coaches, and develops all new and current employees as needed
- Identifies possible new employees and supervises training to completion
- Demonstrates PRS Core Values of profitability, respect, integrity, and leadership
- Oversees project documentation; including timesheet, grid logs, and vendor invoices
- Reviews and coordinates with PC to ensure that work is being covered most effectively with proper coverage and with all State and Federal standard DOT and Non-DOT regulations
- Supervises and coordinates crew activities, studying production schedules and estimating work requirements for timely completion of jobs
- Assists in preparing work plans and schedules in determining manpower levels, material quantities, and equipment requirements
- Ensures project material and workmanship meet the project Quality Standards and Design requirements
- Examines/Inspects field conditions and troubleshoots problems; including trucks and trailers, corrects inaccuracies, and implements cost saving measurements
- Assists with budgeting, bidding, and award of subcontracts
- Monitors and adheres to established budgetary guidelines for a job, and ensure that cost control measures are being followed
- Responses and ensures that all accidents are documented timely and properly
- Reviews billing and job costing reports
- Advises management and/or project management of potential problems, work interferences, schedule difficulties, etc. and assists in resolving such problems as needed
- Develops and maintains open communications with crews, Project Manager, other branches, business partners, union, and customers
- Attends pre-job and sub-contractor meetings
- Approves and coordinates parts, shop services, and supplies
- Conducts job sites and safety audits daily
- Performs other duties as assigned

Qualifications

- Proven ability to fulfill all responsibilities for multiple, complex projects
- Demonstrate flexibility to effectively deal with changing priorities and timelines through analytical problem solving
- Proven time management and follow-through skills with the ability to work on multiple tasks with tight deadlines
- Ability to work both independently and in a collaborative team-oriented environment
- Maintain tactful, mature, and professional demeanor with well-developed interpersonal skills, including the ability to work with diverse personnel
- Highly motivated, with a demonstrated passion for customer service, excellence and taking the initiative
- Demonstrates strong work ethic and integrity, willing to do what it takes to get the job done right the first time
- Passion for safety, with the ability to help us ensure that nobody gets hurt
- Knowledgeable with a variety of construction, field concepts, practices and procedures
- Availability to travel
- Demonstrated ability to take accurate field measurements, take-offs, read and interpret job sites drawings, blueprints, and maps

- Valid driver license and good driving record

Education and/or Experience

- Requires a High School Diploma, preferably an Associates Degree or Bachelor's Degree
- 10+ years of experience in the construction field with extensive knowledge of milling operation
- Display superior written and oral communication skills and effective listening skills
- Proficient in MS Office, Word and Excel

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

We are an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

I acknowledge that I have read and understood the above job description in its entirety and am capable of performing all of the stated requirements. I understand that job description is an overview of the duties, responsibilities, and requirements of the position, and employees may be required to perform other job-related assignments as requested. This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Employee Name

Employee Signature

Date