

Summary

The Glazing Superintendent's responsibility is to provide supervisory oversight to project foremen on multiple projects. Overall management and guidance to achieve project goals of operating and completing the project within the schedule and budget and maintain superior quality of workmanship specified. In the performance of this function, it is the Glazing Superintendent's responsibility to protect and promote John W. McDougall Company, Inc.'s interests in all matters and to do whatever is reasonably necessary to discharge his duties and responsibilities.

Essential Responsibilities and Functions

To provide direction, instruction and leadership and to establish and maintain effective and harmonious working relationships of the on-site staff and to promote positive morale for all projects.

- To have a thorough and complete knowledge and understanding of the General Contract, JWMCD Subcontract, any other Subcontract we have entered into, Purchase Orders, Labor agreements, the contract drawings, specifications and addenda, and to assist the Project Manager and the Foreman in the development of the on-site procedures and the Foremen with enforcement of same.
- To, alongside the Foreman, examine the contract drawings, specifications and addenda for design deficiencies, impractical details / product applications and possible code violations, and to bring these to the attention of the Project Manager, who will review them with the General Contractor.
- To assist the Project Manager and the Scheduling Manager in the development and refinement of the Project Schedule, and to work with the Foremen and Project Managers to keep the schedules and look ahead properly updated, and to see that the job meets the various required milestone schedule dates.
- To plan and review the Construction Program with the Foremen and Project Managers including quality control procedures and reports, safety guidelines and security practices, field office locations and layout, temporary utilities, mobilization, staging areas, equipment and manpower as individually needed for all projects assigned.

- To coordinate, direct, monitor and inspect the activities of any of our Subcontractors, Suppliers and JWMCD's labor and material with the Foremen on a regular schedule.
- Responsible for correctness of daily reports from subcontractors and foremen. Enforcing the use of project reporting software in the Field by the Foremen to the Team.
- To teach and mentor the Foreman to correctly identify conflicts in construction progress and communicate them to the Project Manager promptly for resolution.
- To verify that each Foreman has directed and is monitoring the Subcontractor to complete their contractual requirements as condition precedent to beginning and continuing his/her work at the jobsite. This includes a Certificate of Insurance, a fully executed Subcontract, a Schedule of Values and a Safety Program along with compliance for any Insurance Programs, Certified Payroll reports, Daily Forms and review of JWMCD schedule.
- To assist with cooperation and direct when necessary, the activities of the inspection agencies, and to effect and manage through the foremen any remedial actions indicated by the reports of these agencies.
- To chair regular coordination meetings and safety meetings with the Foremen, with the subcontractors and to issue electronic reports to the Project Manager as a result thereof.
- To monitor the Foremen's receipt and review of any subcontractor's daily reports of work done and labor and material employed. Monitor the issuance and resolution of non-conformance reports by the Field.

- To ensure that our safety program is enforced and the toolbox safety meetings are held. Work with the Foremen to enforce a 'zero incident' policy promoting awareness.
- To maintain good relations and communications with all involved in the project, including the public.
- Mentor and train the Foremen in JWMCD processes and practices, along with encouraging self-development and leadership skills.
- Provide regular progress status reports to the Project Manager and Operations Manager during the course of the project, to effectively provide course corrections to the field team to allow them to focus on and accomplish schedule and financial goals.

Minimum Requirements

- Ten plus years of relative experience.
- Seven years of direct supervisory experience.
- Demonstrated proficiency using a personal computer (PC) and technology such as email, internet, and Microsoft products (e.g., Word, Excel, Office).
- Demonstrated proficiency using construction management software.
- Demonstrated ability to read, understand and interpret plans and specification documents.
- Ability to effectively communicate with team members and clients.
- Results driven with a high standard of ethics and integrity.
- Able to meet minimum driving record requirements.