



## Building Restoration Corporation

1920 Oakcrest Avenue Suite 1, Roseville, MN 55113

### General Superintendent

**Department:** Field Operations

**Reports to:** Vice President

**Category:** Salary/Commission

#### **Job Summary:**

The BRC General Superintendent is a pivotal role for the organization's success by assisting in handling human resource functions, supervising construction activities, handling cost accounting analysis on a job by job basis, coordinating jobsite activities, training and educating field employees through onsite training, and managing the BRC Apprenticeship program. The success of our projects is a direct result of the General Superintendent's involvement. This individual needs to be actively involved and impose influence on every step in the construction process. From HR efforts to accounting analysis, the General Superintendent will help define the success of our construction season.

#### **Directly Responsible For:**

Core duties and responsibilities include the following and other duties may be assigned:

- Oversee the completion of work assignments by multiple crews often on multiple job sites. Supports crew members and assists with field decisions regarding job procedures, work standards and machinery use.
- Enforce safe working conditions on all job assignments and is responsible for instructing staff on proper equipment use and work methods.
- Report jobsite conditions and all disciplinary problems to the Safety Coordinator and/or Project Manager assigned to the given job.
- Run jobsite operations for multiple projects at a time.
- Manage the crew(s) including but not limited to tracking attendance, submitting hours, and setting the example for professional conduct.
- Implement procedures to ensure the work meets quality standards, safety requirements, and customer expectations.
- Attend building inspections, pre-bids, and other customer related meetings.
- Train new field employees to perform work to BRC standards.
- Manage all facets of apprenticeship program.
- Manages and oversees: Safety Director, Superintendent, Sheer Metal Shop Manager and Employees, Foreman, Jobsite Leads, and Field Labor Employees.

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

