

JOB DESCRIPTION – PROJECT MANAGER/ SUPERINTENDENT

JOB DUTIES AND RESPONSIBILITIES

Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal and plan(s) to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Maintain schedules and tracks budget to ensure profitability - Organizes various crafts and delegates manpower for each phase of the job, Coordinates work efforts between various subcontractors, Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares /Reviews and presents project reports for management, client, and staff. Confers with project personnel to provide technical advice and to resolve problems. PM/SUP is responsible for maintaining a safe working environment including execution of Pre-task safety meeting, JHA, JSSA, and client specific safety requirements and the pace and attitude of the project. Maintains client relationships and engages in the sales process by proving solutions to clients. PM/SUP oversees project activities with the highest accountability for the safe completion of a Gulfspan project. -

REQUIRED SKILLS/ PERSONAL TRAITS

The ability to direct- sub-management and lead workers. The ability to work together with Client and other Contract representatives as part of a group, the ability to accurately communicate ideas, instructions, questions, problems, solutions. The ability to accurately receive questions ideas and direct, problems and provide instructions, solutions or feelings understanding of the nature and causes of accidents, appreciative of the effects and seriousness of accidents and mitigate hazards presented. The ability to produce and track a basic budget and understand a basic financial statement interpret and communicate alignment sheets. Knowledge of and basic proficiency with MS office products(Excel, Project, Words, Etc). The PM/SUP is held accountable by Company management for the safety effort of the project, they are responsible for actions to prevent accidents - is not accident prone and does not have a history of chronic unsafe behavior.

NON-PHYSICAL JOB REQUIREMENTS

The Dictionary of Occupational Titles, Fourth Edition, Revised 1991, United States of America, Department of Labor Specific Vocational Rating for Ironworker is: Over 2 years up to and including 4 Years.

PHYSICAL JOB REQUIREMENTS

The ability to verbally communicate alarms or warnings clearly, concisely, loudly and quickly, to clearly and quickly hear or otherwise sense alarms or warnings and take appropriate action, maintain equilibrium to prevent falling when moving, walking, standing, kneeling or crouching - particularly on narrow, uneven, irregular, slippery surfaces, going up or down ladders, stairs, scaffolding, ramps, poles or other objects using hands, arms, feet or legs. Moves about on hands and feet, bending the body downward and forward bending leg and spine - working in a bent over position. Sensing physical attributes such as size, shape, temperature, texture or sharpness of an object by touching. Foot agility and dexterity - operating pedals, foot controls, kick bars and other similar tasks that require foot or toe motion. Grasping, gripping or applying pressure to an object with the fingers and palm, holding an object in the hand. The ability to clearly and concisely perceive sounds, the ability to hear and understand detailed oral communications, the ability to hear warning signals and alarms given verbally and mechanically. Lifting, raising or lowering objects in a vertical direction, particularly heavy or bulky objects. Moving objects backward, forward, in or out in a horizontal direction, particularly heavy or bulky objects. Pulling, exerting a steady backward, downward, upward or outward force against an object - jerking, plucking, wrenching, stretching, towing, drawing, dragging or tugging objects in a sustained motion. Pushing, pressing against something with steady forward, downward, upward or outward force - shoving, pushing, compressing, squeezing, mashing, packing, pressing, jamming, compacting, or squashing objects in a sustained motion. Reaching, extending the hand(s) and/or arm(s) in any direction. The ability to see, read and understand written communications: including directions, instructions and warning signs, to see and distinguish colors, to visually distinguish shapes and patterns, to accurately sense distances (depth perception), to accurately see objects and detect motion at wide angles (peripheral vision). Bending the body downward and forward by bending the spine at the waist, using the lower extremities and back muscles and moving on foot, particularly for long distances.

PHYSICAL MODIFIERS/DEMANDS

The Dictionary of Occupational Titles, Fourth Edition, Revised 1991, United States of America, Department of Labor Physical Demands Strength Rating for PM is: M - Heavy Work - Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are for Medium Work.

VISUAL MODIFIERS/DEMANDS

The job requires considerable, sustained use of eyesight for functions such as visual inspection, reading, measuring, assembling, transcription, data analysis and operating machines or vehicles and the ability to clearly see at night or in dim light, in daylight or bright light, under glare or poor contrast.

ENVIRONMENTAL MODIFIERS/DEMANDS

The job involves: Exposure to cold working conditions during winter months and to hot working conditions during summer months, exposure to noise - workers must wear protective hearing equipment or frequently shout in order to be heard above the ambient noise level. Exposure to pollutants or allergens which can adversely affect the skin and/or the respiratory system such as gases, smoke, odors, mists, fumes, dust, chemicals, oils or solvents, exposure to hazardous working conditions including moving machinery, electricity and/or working in high places. The job requires the use of protective equipment such as hard hats, respirators, aprons, gloves, special clothing, safety shoes and safety glasses. The job involves continuous work that cannot be easily or economically interrupted for breaks except at regularly scheduled intervals or at the completion of an assignment.

Referencing Information

Job Duty's, Physical Requirement, and other Material obtained in generating the clerks geranial Job Duties, Responsibilities and Physical Requirements: www.occupationalinfo.org/onet, The Dictionary of Occupational Titles , Forth Edition, Revised 1991, United States of America, DOL

I understand and can perform this job with or without reasonable accommodation.