

## Superintendent Responsibilities

### Daily

- Meet with Foreman 30 minutes prior to crew start time to discuss the plan of the day
- Initiate and manage crew Plan of the Day (POD) meeting
  - Participate/monitor crew stretching
  - Participate/monitor foreman review of their STA's
  - Stress Zero Accidents/Zero Rework!
- Encourage foreman to manage crew start time after POD meeting/grease time
- Monitor/review Safety Task Analysis (STA) developed by each foreman
  - Share any concerns or changes needed with appropriate foreman
  - Completed STA's to be filed in office trailer
- Review, accept/reject Heavy Job timecards developed by foreman
- Review payroll
- Tracking/log daily item quantities on all items
- Review/Print Daily Cost from Heavy Job
- Develop project Daily Report with detail
- Monitor crews, provide feedback on safety, means/methods or observations (2-3 times daily)
- Keep notes for Exit Strategy Meetings and Post Job Reviews
- Adherence to Performance Expectations, Management Activities, Behaviors and Performance Metrics for Superintendents (hand out in 3 ring binder)
- Develop and maintain a daily pay item quantities placed log to aid in Monthly Requisition review
- Daily Project Safety Inspection, visual (**HASP Section I, Section 8.1, 8.3**)
- Manage As-Builts, keep current
- Sign off on Time & Materials slips

### Weekly

- Monday – email small tools list to Sheila by noontime with charges to item numbers
- Tuesday – report quantities for previous week in HJ, email Field Cost Manager (FCM) by 3pm indicating quantities have been reviewed/updated
  - Print Heavy Job Cost Report on all work items for previous week to help in claiming qtys.
- Tuesday - initiate/manage SC Weekly Tool Box Talk Safety Meeting
  - Completed forms to be maintained in office trailer
  - Email scanned copy of Weekly Tool Box Talk to Adam Kasprzak in Stillwater
- Wednesday – review job cost that is posted for previous week

- Wednesday – Send all fuel paperwork (Slips, logs, etc.) to FCM
- Wednesday - develop 3 week schedules, email to OM by 5:30pm; cc PM and foreman
- Thursday – initiate/manage morning crew Safety Discussion
  - Encourage each employee to share or discuss something safety related (an observation, experience or something they plan to change)
- Thursday - receive small tools list from Sheila Smith
  - Assign an item number to each small tool for charging, email to Sheila on Monday
- Thursday – Inform personnel of any project relocation assignments for the upcoming week
- Friday – Completed time/maintenance slips sent to FCM for the week
- Select employee to fill out an Employee Observation form on another employee
  - Scan and email to Adam Kasprzak in Stillwater, file in office trailer
- Weekly Project Safety Inspection, documented **(HASP Section I – 8.2, 8.3)**
- Attend Owner/Engineer meetings when scheduled

### Monthly

- Review Pay requisition quantities developed by Project Manager
  - Utilize daily pay items quantity installed log
- Prepare for and attend Cost to Complete (CTC)
  - Bring project quantities log
  - Bring notes from weekly job cost reviews
  - Accuracy of project projections – no late surprises on CTC's

### As Needed

- Initiate/develop Prep Inspections for major work items (P3's) prior to beginning work
  - Attach Job Hazard Analysis (JHA) to P3 for major work items
  - Share with foreman, encourage input from foreman then share with the crew
  - File in Field Office Trailer
- Initiate foreman adherence to Production Analysis on major work items (PA's)
- Initiate any needed Behavior Modification reports on employees, email to Heather Hutchinson in Stillwater
- Develop any Incident Investigations, email to Adam Kasprzak in Stillwater
- Develop any Near Miss reports, email to Adam Kasprzak in Stillwater
- Initiate any new driver/operator orientation check off forms
  - Designate a foreman, experienced operator or driver to go over equipment or truck with new operator/driver and perform the orientation and documentation
  - Scan, email completed form to Adam Kasprzak in Stillwater for employees file; file the hard copy in project office trailer
- Attend Job Handoff Meeting
- Attend Job Strategy Meeting
- Attend Job Exit Strategy Meeting approximately 4-6 weeks prior to completion of project
- Attend Post Job Review approximately 4 weeks after project completion

- Basecamp reporting on pertinent/helpful information, such as:
  - Thursday morning safety meeting round table discussion
  - Helpful ideas or input from employees
  - Processes or tools that make work safer, more efficient or productive
  - Near misses or incidents experienced
  - Progress of a project or item
  - Seeking help with a particular situation