



Job Description: Superintendent

Revision Date: 2018.08
Reporting Structure: Direct to Operations Manager

Department: Operations
Direct Reports: No

ABOUT COMPANY

PERFORMANCE SERVICES, INC.

Performance Services is a design-build engineering company headquartered in Indianapolis, IN that specializes in constructing and renovating schools, universities, and local government facilities to deliver optimal environments through both the Design-Build and Guaranteed Energy Savings procurement methods. Innovative solar and water systems are integral to our portfolio of services. The company has provided building solutions to customers since 1998 and is a leading qualified provider of guaranteed energy savings projects and ENERGY STAR labeled buildings. Markets served include Indiana, Illinois, Wisconsin, Texas, Missouri, Arkansas, Michigan, Kentucky, Florida, and North Carolina.

POSITION PURPOSE

The Superintendent provides leadership to assigned projects in regards to maintaining positive customer relationships. Additionally, the Superintendent is involved with estimating and providing supervision to subcontractors in order to achieve a successful and safe project that is completed on time and within budget.

DUTIES, TASKS AND RESPONSIBILITIES

Project Assistance

- Plan and schedule proper staffing of assigned projects.
- Ensure that all projects are constructed in accordance with the contract requirements.
- Assist with the project team to ensure projects that are safe, profitable, and are completed in a timely manner.
- Assist in contract administration throughout close-out of assigned projects.

Communication & Collaboration

- Maintain excellent communication with the customer.
- Maintain regular communication with the entire project team

BEHAVIORAL COMPETENCIES

Core Competencies

- **Integrity** – Act with integrity; truthfulness, fairness and honesty.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – Conduct oneself as a steward-of PSI, supporting its growth & ability to help those in need.
- **Accountability** – Take responsibility for one's actions and decisions.

Position-specific Competencies

- **Pace and Variety of Activities** -- Sense of urgency to achieve timely, quality results. Varied activities Fast-paced environment



- **Focus** -- Technical, analytical focus. Work within established standards and guidelines. Expertise-based problem solving.
- **Decision-Making** -- Pro-active, problem solving orientation. Authoritative, quick decision making based on knowledge and experience.
- **Communication and Collaboration** -- Communication is task based and factual. Collaborates in a verbal and written manner that is professional. Communicates in a way that is analytical and detail oriented.
- **Delegation and Leadership Style** -- Authoritative leadership based on specialized expertise, knowledge of systems. Directive leadership to meet established quality and time standards. Some delegation of routine details is necessary, with opportunity for close follow up
- **Integrity** – Acts in an honest, trustworthy, high integrity manner; makes and keeps commitments.
- **Goal Oriented** – Drives to meet goals in a motivated and self-directed way; works hard with limited supervision. Acts in an eager way to learn and accept challenges. Performs assigned tasks and completes work on schedule.

WORKING CONDITIONS

- Office functions will primarily be performed at PSI's main business office.
- Long hours may be required based on project status.

MINIMUM QUALIFICATIONS

Education/Experience

- 4 year degree or industry experience equivalent preferred.
- 3+ years of experience in commercial construction.
- Experience in Design Build methodology of project development is preferred.
- Experience in Education and Commercial Construction is preferred.

Physical Demands

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. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.