

# **Title: Facilities Superintendent**

**Reports to: President**

**Direct Reports: Foreman**

**FLSA: Hourly, Non-Exempt**



**General Summary: Plan, directs, coordinates and optimizes all work involving assigned construction project(s) including the supervision of construction crew(s) to complete work safely, correctly, on time and within budget.**

## **Essential Functions:**

- Monitor and manage all aspects of costs related to projects producing reports as needed or requested.
- Monitor and oversee construction site safety, productivity, quality, and performance.
- Analyzes bids, contract drawings, documents and job completion dates to fully comprehend the total scope of the project.
- Schedule and manage subcontractors, suppliers, direct reports, equipment and inspectors.
- Attend onsite meetings as representative interacting with customers, owners, and inspectors.
- Resolve onsite problems.
- Complete company required and regulatory documents related to material, equipment, safety and personnel.
- Together with Project Manager create project schedule and manage daily to meet deadlines.
- Responsible for on-site adherence to company policy and procedures.

## **Competencies:**

- Safety - Complies with all workplace and trade safety laws, regulations, standards and practices identifying and correcting conditions as needed.
- Adaptability - Ability to readily and rapidly modify, respond to and integrate change while maintaining effectiveness in developing conditions or unexpected obstacles.
- Planning and organizing - Determines priorities, schedules activities allocating and using resources effectively and efficiently.
- Communication - Actively listens and provides regular, consistent and meaningful information and expresses the message effectively by organizing and delivering information appropriately.
- Problem Solving - Resolves problems by identifying the information needed, considering multiple sides of the issue and creating a logical approach for an appropriate solution.

## **Educations/Experience:**

Associate degree in Construction Management or similar combined with sufficient on-the-job experience to manage day-to-day activities on site. Minimum of 5 years oil and gas experience. Emphasis in Facility, Pump, and Compressor Stations preferred. Expert in computer usage including Microsoft Office and the Internet.

**Work Conditions: Conditions described below are representative of those that must be met by an employee to successfully and safely perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.**

*Environment:* Regular work schedules, frequent overtime will be required to complete projects or specialized training. Overnight travel up to 95%. Works outside in extreme heat and cold, occasionally in an office with climate-controlled temperatures. Wears site required PPE.

*Physical:* This position is defined as Medium. Work involves exerting 20 to 50 pounds of force occasionally using any combination of body, hands, fingers, arms, legs, or feet to complete work. Walking and standing to a significant degree and occasional sitting.

*Other:* This position requires reliable transportation, steel-toed boots, and passing DOT drug and alcohol test.

*PCP rating:* 3

**Last reviewed and amended: 8.2022**

#### **ACKNOWLEDGMENT**

I have reviewed and understand the above job description and believe it to be accurate and complete. I can successfully fulfill each duty or task. I also agree that management retains the right to change this job description at any time.

\_\_\_\_\_  
Employee: Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

**NOTICE:** The above statements are intended to describe the general nature of the environment and level of work being performed by this job. This job description in no way states or implies that the duties and responsibilities listed are the only tasks to be performed by the employee in this job. The employee will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

This Job Description is not an employment contract. The Company reserves the right to change any portion of this document at any time without notice. Each applicant, by applying, certifies that he or she understands the Job Description, possesses the above qualifications, and that he or she can perform each of the above functions with or without an accommodation.

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