



Stone Pacific Contracting Ltd.
PO Box 972
Duncan, BC V9L 3Y2
www.stonepacific.com

Job Description: Superintendent

Position Description:

The Superintendent is responsible for coordinating all site activities and supervising all field personnel as required to successfully complete projects on schedule and within budget. The Superintendent will work closely with the Project Manager to ensure projects are meeting all contract requirements.

Major Areas of Responsibility:

Major areas of responsibility include:

- Site safety in accordance with WorkSafeBC and the Company Safety Manual
- Crew supervision and mentorship
- Coordination of subtrades and suppliers
- Project management in accordance with contract and budget

Specific Responsibilities of the Job:

- Complete all required safety meetings, hazard assessments, site orientations, inspections and other safety documentation as outlined in the Stone Pacific Contracting Ltd Safety Manual
- Meet with employees and subcontractors every morning to discuss the day's activities, site hazards and safety concerns
- Arrange or provide training and advice to employees and document provided training
- Ensure all employees and subcontractors receive a site orientation and that orientation is documented
- Ensure, before work commences, that BC One Call has been notified, and all other utilities in the area have been contacted, and all services have been located and crew is aware of existing utilities
- Accurately complete Daily Field Reports (DFR) showing all hours for crew under the appropriate cost code, as well as all materials delivered to site, and daily productions
- Accurately complete purchase orders with job numbers and cost codes
- Ensure crew's timecards, packing slips and gravel slips, etc are accurate and have correct job number and cost codes
- Hand all paperwork in to office complete and without delay
- Meet with management before job commences to discuss job costing, drawings, hazards, schedule, etc



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- Meet with stakeholders as required throughout the project
- For new jobs, ensure you have read and understand the project specifications and drawings, ask for clarifications if they are not understood
- Check materials delivered to site to confirm the correct quantities and sizes are delivered and that the materials meet spec. and are not damaged. Notify the office where discrepancies exist or damaged materials are delivered
- Coordinate with engineers/inspectors for layout and inspections
- Coordinate, in a timely manner, with management for materials and labour/equipment/trucking required on job
- Communicate daily with project manager to update on status of projects
- Ensure any and all extra work identified onsite is communicated to project manager without delay
- Be responsible for small tools, and ensure they are maintained and available for use
- Ensure rented equipment is returned as soon as possible
- Ensure that all equipment that is not functioning properly is documented on a Pre Work Inspection. For critical equipment failures contact the mechanics immediately and follow up with a Pre Work Inspection to be handed in to the office.
- Ensure company vehicles and equipment are kept clean and washed
- Organize necessary tools for the days' work at the beginning of the shift
- Be familiar with the operating instructions for lasers, levels and gas detectors
- Inspect the site at the end of the shift to make sure no tools have been left out
- Keep all tool sheds/trailers/containers clean and maintain stock of necessary consumables
- Ensure that all open excavations, manholes, and equipment are adequately delineated and barricaded
- Ensure equipment is parked and stored to mitigate theft and damage at the end of each shift

Necessary Skills and Knowledge:

- Have a thorough understanding of Stone Pacific Contracting Ltd.'s Safety Manual and WorkSafeBC's Regulation.
- Be able to manage projects up to \$5 million with minimal supervision
- Be able to direct and supervise employees and subcontractors onsite in a respectful, courteous, effective manner
- Excellent organizational skills
- Be able to effectively coordinate with engineers and owners on projects
- Be able to plan the next day's and week's activities and identify required resources
- Be able to clearly communicate in both oral and written format



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- Be able to write clearly and legibly
- Have a thorough understanding on how to read plans and specifications
- Have a thorough understanding in mandrelling ducts
- Have a thorough understanding in hydrostatic testing of pressure pipe
- Have a thorough understanding in air testing pipe
- Have a thorough knowledge of pipe types and fittings
- Have thorough skills in working with concrete; be able to mix grout and bench manholes
- Have a thorough understanding of aggregate properties and compaction methods
- Have a thorough understanding of flushing and chlorinating water systems
- Have a thorough understanding of elevations and grades for installing pipe, road construction and site grading
- Excellent mathematics skills
- Have the ability to run machinery including excavators, backhoes and loaders

Education and Experience

The following education or experience is required for this position:

- A minimum of 10 years experience in a related field is required
- A minimum of 5 years in a supervisory role is required
- Occupation First Aid - Level 1 or equivalent
- Valid BC Driver's License, Class 5, preferably with an Endorsement 20 or equivalent and a satisfactory driver's abstract
- WHMIS Training

The following education or experience will be considered an asset:

- Water Distribution, Level 1
- Class UR FSR (Hydro Raceway) Certification
- Fusion Welding of HDPE Piping Systems Ticket
- Gold Seal Certification
- ASCT Accreditation
- CET

Physical Demands

The physical demands for this job are as follows:

- Lifting up to 50lbs
- Standing for extended periods of time
- Climbing on and off of equipment
- Climbing in and out of trenches



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Work Environment

The following work environment characteristics are representative of the environment the job holder will encounter:

- Work outdoors in all seasons
- Work in temperature extremes; hot and cold
- High noise levels
- Work around heavy equipment
- Work near traffic