

## Section A – General Field Policies

---

### JOB DESCRIPTIONS / PROMOTION CRITERIA

#### Assistant Superintendent

**Position:** Assistant Superintendent

**Reports to:** Superintendent / Senior Superintendent

**Job Description:** This individual is responsible to help establish and enforce Ryan safety policies and procedures and set a good example for both Ryan and Subcontractor employees. He or she must be able to work productively with others in the coordination of Ryan’s foremen, trades personnel and Subcontractors. He or she must be able to follow instructions that are given by the Superintendent and must be able to communicate with the Superintendent when circumstances which affect the completion of the assigned tasks have changed. This individual must be willing to assist in the training of any personnel under their supervision and inform their supervisor of individuals who possess a potential for advancement. He or she should be willing to share with their Superintendent any value-engineering ideas they may have on performing a job faster or providing an improved finished product. This individual must have an advanced knowledge of and ability to read blueprints, plans and specifications, and be able to give direction from these documents. This individual must understand the overall budget and budget for their portion of work as well as operate within that budget in order to maximize all possible savings. He or she will develop the skill to create a detailed schedule and track it for their assigned portion of work while working within the Master schedule. This schedule must be a computer-generated CPM schedule using Microsoft Project. This individual must know when to consult with the Supervisor when job duties exceed their ability, or they are unsure or unclear about a situation. Individual will ensure that the Quality Control program is used on each project. He or she must assist with the Safety and Foremen’s meetings on a weekly basis. This individual must have the ability to build a working relationship with the owner, or the owner’s representative.

**Duties:**

- A. Administer project safety per Ryan safety policies and procedures and develop a job specific Job Safety/Hazard Analysis for their portion of work
- B. Ability to manage subcontractors in the performance of their work
- C. Develop and understand a CPM computer-generated schedule and be able to track that schedule.
- D. Understand the entire construction budget and work within their portion of the budget for their work.
- E. Ability to read and comprehend blueprints, plans and specifications in order to give proper direction to project personnel.
- F. Make sound decisions and seek creative solutions to problems.
- G. Effective communication with all project team members.
- H. Positive leadership utilizing the values of the Ryan Mission Statement: “Building Lasting Relationships”.

## Section A – General Field Policies

---

- I. Assist with material procurement.
- J. Assist with development and implementation of project specific Quality Assurance Program.
- K. Ability to use all available resources.
- L. Work efficiently and independently.
- M. Knowledge of and ability to enforce the site specific Project Safety Manual.
- N. Individual must abstain from, avoid, and report any form of harassment to their supervisor.

### **Qualification:**

- A. High School diploma or GED.
- B. Retain a valid driver's license.
- C. Pass a pre-employment drug and alcohol test and subsequent random and post-accident drug and alcohol testing.

### **Required skills:**

- A. Ability to work independently and productively with others.
- B. Problem-solving abilities.
- C. Communicate effectively.
- D. Documentation / file management –thorough and legible.
- E. Work efficiently and effectively.
- F. Be self-motivated.
- G. Show leadership skills.
- H. Ability to make sound decisions.
- I. Must be able to remain calm during stressful situations and work through any challenges or issues that may arise.
- J. Must be able to know when to ask for help when a job task exceeds their skills or abilities.
- K. Maintain up to date Ryan training, including completion of OSHA 10.

**Promotion criteria:** Supervisor acknowledges consistent performance related to the indicated duties and required skills before being considered for the next position; this in conjunction with Ryan Companies US, Inc.'s need for individuals at the next level.

**Next level:** Superintendent

### **The Supervisor may require the individual to complete additional training such as:**

- A. AGC classes
- B. Proliance/Oracle classes
- C. Advanced Microsoft Project classes
- D. Advanced Microsoft Word classes
- E. Outlook classes
- F. OSHA 30

## Section A – General Field Policies

---

### **Superintendent**

**Position:** Superintendent

**Reports to:** Senior Superintendent / Field Coordinator

**Job Description:** This individual is responsible to establish and enforce Ryan safety policies and procedures and set a good example for both Ryan and Subcontractor employees. He or she must be able to work productively with others in the coordination of Ryan’s Foremen, trades personnel and Subcontractors. The Superintendent must be able to develop a positive working relationship within the project team. A close working relationship must be established between the Superintendent and the owner and/or his representative. He or she must be willing to assist in the training of, and the annual performance review of, any field managers under their supervision. The individual must have an advanced knowledge of reading blueprints, plans and specifications, and be able to give direction from these documents. He or she must help in the review and development of the overall budget and work within that budget to maximize all possible savings. The ability to create a detailed schedule and track progress and update changes to keep all team members and the owner informed on the status of the project is required. This schedule must be a computer-generated CPM schedule using Microsoft Project. Daily documentation on progress and other occurrences on the project, along with file and drawing management is required. Having the ability to work efficiently and independently, and make good, sound decisions, including those made under stressful situations, is essential. This individual must establish and ensure that the Quality Control program is implemented on each project. He or she will hold a Safety Meeting, a Foremen’s Meeting, and an Owner/PM Meeting on a weekly basis. This individual must be able to complete project start-up and close out procedures for each assigned project.

#### **Duties:**

- A. Develop a site specific safety program and administer project safety per Ryan safety policies and procedures and develop a job specific Job Safety/Hazard Analysis.
- B. Manage subcontractors in the performance of their work per contract.
- C. Develop and understand a CPM computer-generated schedule and be able to track that schedule.
- D. Assist in the development and review of the overall construction budget and manage the project within that budget.
- E. Ability to read and comprehend blueprints and plans and specifications, and give proper direction to project personnel.
- F. Make sound decisions and seek creative solutions to problems using all available resources.
- G. Effective communication with all project team members.
- H. Positive leadership utilizing the values of the Ryan Mission Statement: “Building Lasting Relationships”
- I. Assist with material procurement.
- J. Establish and monitor the Quality Control program for the project.
- K. Daily documentation and file and print management.

## Section A – General Field Policies

---

- L. Work efficiently and independently.
- M. Hold, prepare, and document required meetings
- N. Value engineer throughout the project.
- O. Ability and knowledge on how to create a Raving Fan customer.

### **Qualification:**

- A. Post High School education in a relevant construction program and/or a minimum of 4 years of equivalent experience in the construction field.
- B. Retain a valid driver's license.
- C. Pass a pre-employment drug and alcohol test and subsequent random and post-accident drug and alcohol testing.

### **Required skills:**

- A. Ability to work productively with others.
- B. Problem-solving abilities.
- C. Communicate effectively.
- D. Documentation / file management –thorough and legible
- E. Work efficiently and effectively.
- F. Be self-motivated.
- G. Show leadership skills.
- H. Ability to make sound decisions.
- I. Must be able to remain calm during stressful situations and work through any challenges or issues which may arise.
- J. Must be able to know when to ask for help when a job task exceeds their skills or abilities.
- K. Meeting management skills.
- L. Team player with team building skills.
- M. Require moderate support from Field Coordinator.
- N. Ability to utilize Situational Leadership Model in mentoring direct reports.

**Promotion criteria:** Supervisor acknowledges consistent performance related to the indicated duties and required skills before being considered for the next position; this in conjunction with Ryan Companies US, Inc.'s need for individuals at the next level.

**Next level:** Senior Superintendent

**The Supervisor may encourage the individual to complete additional training such as:**

- A. AGC classes
- B. Proliance/Oracle classes
- C. Advanced Microsoft Project classes
- D. Advanced Microsoft Word classes
- E. Outlook classes
- F. Microsoft Excel classes
- G. Computer file management training

## Section A – General Field Policies

---

### **Senior Superintendent**

**Position:** Senior Superintendent

**Reports to:** Field Coordinator

**Job Description:** This individual is responsible to establish and enforce Ryan safety policies and procedures and set a good example for both Ryan and Subcontractor employees. He or she must be able to work productively with others in the coordination of Ryan’s Foremen, trades personnel, and Subcontractors. The Senior Superintendent must be able to develop a positive working relationship with the project team. A close working relationship must be established between the Senior Superintendent and the owner and/or his representative. This individual must assist in the training of any personnel under their supervision. He or she must have an advanced knowledge of blueprint reading in all areas, including plans and specifications, and be able to give direction from these documents. Help in the review and development of the overall budget and operate within that budget to maximize all possible savings. The ability to create a detailed schedule, track progress, and update changes and keep all team members as well as the owner informed of the status of the project. This schedule must be a computer-generated CPM schedule using Microsoft Project. Daily documentation on progress and project occurrences, along with file and drawing management is required. Having the ability to work efficiently, independently, make good, sound decisions, especially under stressful situations is essential. This individual must establish and ensure that the Quality Control program is implemented on each project. He or she will hold a Safety Meeting, Foremen’s Meeting, and an Owner/PM Meeting on a weekly basis. He or she must be able to complete project start up and close out procedures for the assigned project. The ability to set priorities and oversee multiple projects at one time is required. The Senior Superintendent should be able to assist in the development of up-front schedules and budgets for probable new projects.

#### **Duties:**

- A. Develop a site specific safety program and administer project safety per Ryan safety policies and procedures and develop a job specific Job Safety/Hazard Analysis.
- B. Manage subcontractors in the performance of their work per the contract.
- C. Develop and understand a CPM computer-generated schedule and be able to track that schedule.
- D. Assist in the development and review of the overall construction budget and manage the project within that budget.
- E. Ability to read and comprehend plans, prints and specifications and to give proper direction to project personnel.
- F. Make sound decisions and seek creative solutions to problems using all available resources.
- G. Effective communication with all project team members.
- H. Positive leadership utilizing the values of the Ryan Mission Statement: “Building Lasting Relationships”.
- I. Develop a material procurement list of materials and incorporate same into the master schedule.
- J. Review shop drawings.
- K. Establish and monitor the Quality Control program for the project.

## Section A – General Field Policies

---

- L. Daily documentation and file and print management.
- M. Work efficiently and independently.
- N. Hold required meetings
- O. Value engineer throughout the project.
- P. Create Raving Fans.
- Q. Team player and builder
- R. Mentor subordinates

### **Qualification:**

- A. Post High School education or equivalent in the construction field (repeat from Supt). Demonstrates leadership, management and extensive knowledge of the construction industry. Five years in a supervisory position.
- B. Retain a valid driver's license.
- C. Pass a pre-employment drug and alcohol test and subsequent random and post-accident drug and alcohol testing.

### **Required skills:**

- A. Ability to work productively with others.
- B. Problem solving abilities.
- C. Communicate effectively.
- D. Documentation / file management – thorough and legible.
- E. Work efficiently and effectively.
- F. Be self-motivated.
- G. Show leadership skills.
- H. Ability to make sound decisions.
- I. Must be able to remain calm during stressful situations and work through any challenges or issues which may arise.
- J. Must be able to know when to ask for help when a job task exceeds their skills or abilities.
- K. Meeting management skills
- L. Require minimal support from Field Coordinator.

**Promotion criteria:** Supervisor acknowledges consistent performance related to the indicated duties and required skills before being considered for the next position; this in conjunction with Ryan Companies US, Inc.'s need for individuals at the next level.

**Next level:** Field Coordinator

### **The Supervisor may encourage the individual to complete additional training such as:**

- A. AGC classes
- B. Proliance/Oracle classes
- C. Advanced Microsoft Project classes
- D. Advanced Microsoft Word classes
- E. Outlook classes
- F. Microsoft Excel classes
- G. Computer file management