



## **SPRINKLER CONSTRUCTION/REMODEL SUPERINTENDENT JOB DESCRIPTION**

### **Job Responsibilities include but are not limited to:**

- Oversee installation of projects by field crews
- Provide / schedule manpower for projects as needed
- Assist designers with installation issues / good installation ideas for future designs
- Oversee / Supervise Shop Personnel & Delivery Drivers
- Assist with surveying projects as needed for design
- Attend meetings as needed with General Contractors for projects
- Attend fire marshal acceptance tests as needed
- Attend Allied's weekly construction meetings
- Assist Project Managers as needed
- Provide material lists for changes as needed
- Provide punch list completion items as needed for project completions
- Other duties as assigned

### **Expectations:**

- Believe In, Live, and Support Our Mission Statement, Core Values and Business Plan Daily
- Set the Example for Safety First
  - Start each meeting with a Safety Topic
  - Ensure timely and accurate Incident and Accident Reporting
  - Ensure JSAs, Toolbox Talks, Audit Forms, etc. are completed timely and completely
  - Complete Monthly Jobsite Visits/Observations
  - Hold team accountable for all Safety Initiatives
  - Hold yourself and team accountable for Safe Driving of Company Vehicles
- Communicate effectively and professionally within the department and with internal and external customers
- Understand and Follow HR and Safety Initiatives and Processes
- Training
  - Input and Development of Training Requirements
  - Commitment to Training at all levels for all team members
- Ensure Timesheet Management – job numbers/names, OT and travel pay, completed accurately, approved, and submitted to Payroll on time, etc.
- Ensure all necessary documentation is provided to properly complete jobs i.e. scope sheet, budget, material list, design/sketch (if applicable), etc.
- Ensure proper oversight and management of Inventory system
- Ensure Material Purchasing optimization, PO SOP adherence, pick ticket review and submittals, etc.



- Maximize Production Efficiency – labor hours; scheduling; right manpower for job, timely finals etc. while maintaining quality standards
- Support and Ensure Team Adherence to All Company SOPs – Purchase Orders, Change Orders, Accounting Processes, Subcontractors, etc.
- Awareness of Budget vs. Actual Job Costing Details and participate in meetings with the department for improvement opportunities
- Ensure Work Tickets are submitted timely and professionally with all required documentation and backup details i.e. reports, pictures, etc.
- Participate in Weekly Meetings with Team
  - Update status on all jobs – materials, equipment rentals, subcontractors, intercompany jobs, etc.
  - Review Reports
- Ensure Customer Satisfaction and discuss Customer Satisfaction Survey feedback with team for improvement opportunities
- Maintain Quality Control i.e. reduce the need for return trips and warranty work
- Teamwork – maintain positive interactions within your team, local office, same department in other offices, Accounting, etc.

### **Knowledge:**

- Extensive knowledge in fire protection and life safety systems and fire protection regulatory standards, state and local codes
- Understand fire protection installation requirements
- Ability to properly read fire protection blueprints
- Minimum education of High School Diploma or Equivalent
- American Fire Sprinkler Association training program designed for fire sprinkler foreman, preferred
- RME-I license, required. Or must be obtained within 6-12 months of position

### **Work Experience:**

- Supervisory experience as a fire sprinkler foreman for a minimum of 5 years
- 10 years minimum fire sprinkler field experience

### **Skills and Competencies:**

- Ability to take direction from upper management
- Accurately complete and maintain all paperwork
- Maintain vehicle and tools as per company policy
- Must have valid state driver's license and good driving record
- Knowledgeable with NFPA 13 rules and all necessary codes
- Ability to interact and communicate in a professional and positive manner with other trades, customers, project managers, county officials, general contractors, etc.
- Demonstrate positive team work and ability to be a team leader and mentor
- Maintain a clean and safe work environment
- Comply with all company safety practices and the safety handbook



- Complete project in a timely manner while providing the highest standard of quality work and customer satisfaction
- Leadership skills, including ability to communicate, address personnel issues and make fair decisions related to project demands, customer service and employee assignments
- Ability to perform work in an efficient and organized manner and maintain thorough record keeping skills
- Ability to professionally communicate with customers and provide excellent customer service
- Computer skills to operate Outlook Email, Word and Excel

**ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read, understand, and agree with this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Task Title/Job Title: Construction Super

Date of Analysis: 2021

"O" Occasionally 0 - 33%, "F" Frequently 34 - 66%, "C" Constantly 67 - 100%

	Frequency/Duration/Weight																	
	≥ 8 Hours			≥ 10 Hours			≥ 12 Hours			≥ 25 lbs.			≥ 50 lbs.			≥ 75 lbs.		
	O	F	C	O	F	C	O	F	C	O	F	C	O	F	C	O	F	C
Pushing			X		X		X					X		X		X		
Pulling			X		X		X					X		X		X		
Climbing			X		X		X											
Balancing			X		X		X											
Bending and Twisting		X		X			X											
Squatting	X			X			X											
Crawling	X			X			X											
Kneeling	X			X			X											
Reaching			X		X		X											
Handling			X		X		X											
Fingering			X		X		X											
Feeling			X		X		X											
Lifting and Carrying			X		X		X					X		X			X	
Working overhead		X		X			X											
Working at heights			X	X			X											
Standing			X	X			X											
Sitting	X			X			X											
Walking			X	X			X											

While performing the duties of this job, the employee will frequently be required to use ladders and scaffolds while wearing Personal Protective Equipment. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.