

SUPERINTENDENT

POSITION SUMMARY

The superintendent position is an administrative position overseeing and administering the onsite day-to-day general operations of one or more construction projects of the Company, typically from start to finish of each project. Superintendents are the principal Company representative at their assigned project sites, are given wide discretion in carrying out their duties, and are expected to be able to properly interpret and implement Company policies and procedures, including all applicable safety rules and requirements. Superintendents are expected to submit prescribed reports, protect Company assets, and keep project management and staff informed of the status of all projects assigned to them. Superintendents have decision-making responsibility within the scope of their assigned responsibilities, but, like all Company employees below the level of Chief Executive Officer, are subject to some oversight by higher level management. In particular, Superintendents may report to an assigned Project Manager, Assistant Project Manager, General Superintendent, or Construction Manager, depending on the nature of the specific project.

POSITION RESPONSIBILITIES

Superintendents are responsible for all of the day-to-day general business operations of the Company on-site at the projects assigned to them, and such responsibilities include budgeting, purchasing, quality control, health and safety, contract labor oversight, compliance (both legal and regulatory), and auditing, among others. Of a more specific nature, these responsibilities include, but are not limited to, soliciting bids; purchasing materials, labor, and equipment (including the ability to authorize purchase orders and field work orders up to \$10,000 on their own signature); retaining and overseeing subcontractors; scheduling; safety; quality control; code compliance; layout; and inspections. Superintendents are also issued a Company credit card with a credit limit of at least \$5,000 to facilitate the purchase of material. Although they have discretion in carrying out their duties, Superintendents are responsible for exercising their discretion and carrying out their duties and responsibilities in a manner consistent with Company policies, procedures, and guidelines.

Superintendents are the Company's primary safety monitors, administrators, and enforcers on the Company's jobsites. Therefore, they have authority to stop subcontractors' work, remove subcontractors' employees from the worksite when needed, and recommend dismissal of subcontractors or suppliers. Accordingly, a 10-hour OSHA safety training course is required (at a minimum) with a 30-hour OSHA safety training course encouraged. It is the Company's policy that projects are constructed in a safe manner and that unsafe acts or situations be identified and dealt with by Superintendents according to the Company's safety program and policies.

Superintendents oversee project operations to ensure that all construction is performed in accordance with the requirements established in the project plans and specifications, and are expected to understand and administer the Company's adherence to the terms and conditions of

client contracts. In so doing, Superintendents are responsible for ensuring that applicable codes and procedures for inspection are followed and complied with, and Superintendents serve as the primary contact person with regulatory inspectors for ensuring compliance with applicable laws. Superintendents have contact with clients and are expected to interact fairly, effectively and timely with clients, and to maintain good working relationships with subcontractors, vendors, city inspectors, and other employees of the Company. Superintendent input and evaluation of subcontractors' work is valued and used by the Company in determining whether to retain subcontractors for future work. At all times, Superintendents are to carry out their duties and conduct themselves in a manner so as to present a positive image of the Company.

PERFORMANCE QUALIFICATIONS

Because Superintendents have significant independence and discretion in carrying out their duties, it is critical that they have substantial experience in the construction industry in a prior position that required the exercise of judgment and discretion. Therefore, Superintendents must have at least ten (10) years of experience in free-standing and/or remodel, commercial retail construction, including at least five (5) years management experience in the construction trades, or the equivalent combination of training and experience which provides the requisite knowledge, ability and skills.

Although they are not required to perform actual construction of the projects they oversee, Superintendents should possess a thorough knowledge of the principles, practices and techniques of proper construction methods and materials. This includes the ability to read and comprehend detailed and complex construction plans and drawings.

Superintendents are expected to possess a hard work ethic, creativity, good organizational skills, problem solving abilities and integrity. Because their jobs involve significant independence and discretion, Superintendents are expected to have a strong ability to think independently, write clearly, and make decisions within areas of assigned responsibilities. Moreover, proficiency with a computer and/or smartphone is helpful and preferred.

Similarly, because Superintendents have project management responsibilities, they should possess strong management leadership, with the ability to maintain good working relationships with superiors, peers, subordinates, subcontractors, vendors, and regulators. They must be able to select and motivate subcontractors to perform their duties in a safe, efficient, purposeful, fair and courteous manner. Similarly, because Superintendents are given significant discretion and authority over the projects assigned to them, they must also demonstrate strong negotiating and problem-solving skills.

This position is classified as exempt under the Fair Labor Standards Act and, therefore, is not entitled to earn overtime compensation.