



TIKIGAQ Corporation
Office of Human Resources
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SITE SUPERINTENDENT	
Approved Date: 2023	Location: Fort Belvoir area of Washington DC
Job Code: #####	FLSA : Exempt

JOB SUMMARY: Under general direction, responsible for supervising and directing activities within assigned discipline or area. Supervises and directs craft activities, subordinate superintendents and others as assigned.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Ensures assigned construction and remediation operations and subcontractors performance are in compliance with specifications within schedules and budgets.

Performs general functions inherent in all supervisory field positions. Receives technical and operational supervision from assigned site managers, project managers, or other designated supervisors. Supervises and directs subordinate personnel and craftsmen in construction and remediation activities. Performs personnel evaluations on subordinate personnel.

Ensures project safety and quality assurance within the areas of assigned responsibility. Responsible for field remediation and construction operations within assigned discipline or area. Determines manpower requirements. Coordinates established area operational plans. Schedules work to be performed and reviews work accomplished by each craft or discipline.

Implements and enforces policies, procedures, and related work rules as established by the company and responsible supervision for the work. Prepares schedules, construction methods, and procedures.

Prepares reports and forecasts, including summary of progress, job manpower forecasts, and expenditure forecast. Assists Project Managers in the preparation of construction methods, schedules, manning charts, material, and equipment requirements. Supervises and directs subordinate manual personnel as assigned. Coordinates activities with other disciplines or areas, and clients representatives as instructed by project or site management.

Will direct the activities of assigned subcontractors. Vendor contact will also be involved as designated.

Represents TIKIGAQ Corporation in external contact with partners, agencies and outside counsel as required. Assists and supports TIKIGAQ Corporation leadership in developing current and long-range TIKIGAQ Corporation goals and objectives, and in the achievement of those goals and objectives. Performs other duties as assigned or required.

Provides leadership, direction, and guidance to assigned staff. Develops goals and priorities in conjunction with employees, and assigns tasks and projects. Develops staff skills and training plans. Counsels, trains, and coaches subordinate staff. Implements corrective actions and conducts performance evaluations.

Develops, manages and monitors project budgets and contracts. Completes internal and external written and oral reports professionally and in a timely manner. Coordinates with TIKIGAQ Corporation finance department to insure timely and accurate financial reporting.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of a single or multi-discipline construction or engineering construction and remediation technology and management.
- Knowledge of material handling
- Knowledge of fundamental cost tracking and scheduling

- Skill in verbal and written communication.
- Skill in leadership
- Skill in delegation
- Skill in estimating manpower and materials

MINIMUM EDUCATION QUALIFICATION

A High School Diploma or equivalent.

MINIMUM EXPERIENCE QUALIFICATION

Five (5) years of directly related experience at the craft and foreman level. An equivalent combination of relevant education and/or training may be substituted for experience.

PREFERRED EXPERIENCE QUALIFICATION

Three (3) years of superintendent experience involving employee supervision.

ADDITIONAL REQUIREMENTS

Extensive travel and or relocation, adaptability and ability to respond quickly and accurately are required. Outdoor environment will be prevalent with commensurate inclement weather conditions. Climbing, lifting, and extensive walking can be expected.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 40 pounds. Outdoor environment will be prevalent with commensurate inclement weather conditions. Climbing, lifting, and extensive walking can be expected.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.