

# GRIFFON ASSOCIATES INC

480 Bedford Road  
Chappaqua, New York 10514  
(914) 347-3342



<b>JOB TITLE:</b>	<b>Construction Superintendent/Construction Mgr.</b>
<b>REPORTS TO:</b>	<b>Project Manager</b>
<b>PREPARED BY:</b>	<b>Chris DeThomas</b>
<b>PREPARED DATE:</b>	<b>February 4, 2019</b>
<b>REVISION DATES:</b>	<b>January 5, 2021</b>
<b>HAS AUTHORITY OVER:</b>	<b>Laborers, Assistant Construction Managers, Subcontractors</b>
<b>FSLA STATUS:</b>	<b>Salaried, exempt</b>

## SUMMARY

The Construction Manager will be responsible for providing direct hands-on management of all the onsite construction activity, for the entire project under the supervision of the Project Manager. Will also be responsible to provide leadership and guidance to other members of the Griffon team such as Assistant Construction Managers, Site Administrators, etc., as well as all the Sub Contractors.

They shall also be responsible for becoming proficient in all phases of construction management, including the use of computer applications as required to perform their role. This will be done by participating in extra-curricular educational/training programs within Griffon Associates and those programs that are offered outside the company.

This role will also be responsible for working harmoniously with all onsite staff, internal departments, accounting, development, as well as Senior Management and Ownership. From time to time they may be working with confidential/proprietary business matters and will be expected to exhibit professionalism and discretion when handling.

## AREAS OF RESPONSIBILITY

### Team Member Management and Development

1. Provide the daily management of Griffon's in house Construction Laborers, ensuring adherence to safety regulations, quality control procedures and all other policies and the industries best practices.
2. Provide the management and direction on a daily basis, of all of the onsite construction activities.
3. Provide continual feedback to the management team on the performance construction laborers and the Contractors and Vendors.

4. Provide assistance to the management team with the resolution of conflicts or issues and handle performance problems as necessary with regard to Construction Laborers, Contractors and Vendors.
5. Ensure that all onsite team members adhere to all Griffon's, policies and procedures.

### **Construction Process**

1. As directed by the PM, coordinate and direct all Contractors in accordance with the Master Schedule.
2. Provide regular updates as required, so that scheduling updates and "look a-heads" can be communicated to the Project Mgmt. team, as well as Contractors and Vendors.
3. Will be responsible for all reporting responsibilities as required, such daily reports, manpower counts, change orders, equipment logs, etc.
4. Develop a clear understanding of the plans and specifications as well as each Trade Contractor's scope of work.
5. Oversee the implementation of Quality Control inspections to make sure the Contractor's work is being performed in accordance with the Griffon's standards, the requirements of the Project Plans and Specifications and as per the industries best practices.
6. Monitor and provide feedback to Project Mgmt. team on Trade Contractors adherence to Griffon's policies regarding overall performance, compliance to safety procedures and quality standard compliance.
7. Under the direction of the PM, provide daily hands-on materials management, coordination of deliveries, coordination of required inspections, site safety, site security public safety and all other related work.
8. Provide feedback to PM so they can provide proper communication of Vendor/Contractor performance including problems, issues and resolutions, as well as information about satisfactory performance(s).
9. Solicit feedback from Contractors on potential improvement suggestions for existing policies and procedures, as well as any future Value Engineering ideas.
10. Assist Project Mgmt. team with the coordination of the procurement of all required permits, as well as their renewals, this includes DOB, DOT, MTA, DEC and any other agency permits as required.
11. Assist Project Mgmt. team with the resolution of problems/unforeseen conditions when encountered. This includes but is not limited to conducting research, meeting with Trade Contractors and Design Professionals and making suggestions for potential solutions.
12. Responsible for always maintaining a professional approach to conducting business as a representative of Griffon Associates.



## **General & Technical Skills**

1. Develop a clear overall understanding of the plans and specifications as well as each Trade Contractor's scope of work.
2. Will be responsible for a comprehensive understanding of all applicable codes, code revisions/updates as it relates to the project and scopes of work therein.
3. Assist Project Mgt. team with the development and continued cultivation of relationships with all Inspection and Municipal agencies and help report important information as required.
4. Communicate effectively with all trades, vendors, and team members for the enforcement of all established policies and procedures, including but not limited to; quality control, reporting, management of onsite safety, etc.
5. Must possess good communication skills, both verbally and in writing.
6. Assist the Project Mgmt. team in creating and maintaining a cohesive and synergistic onsite work environment.
7. Maintain consistent and ongoing awareness of weather conditions by monitoring weather forecasts as part of a daily regimen.
8. Ongoing management of all onsite personnel for full compliance to Griffon's safety standards, OSHA regulations and all industry best practices regarding job site safety.
9. If not already completed, will be responsible for completing the "OSHA-10" Training within first 6 months of employment.
10. Maintain a complete understanding of responsibilities in the unfortunate occurrence of a job site accident.
11. Maintain a professional and organized work environment/job site at all times.

## **Education and Experience**

Must have a High School Diploma and 3-5 years of construction and/or related industry work experience. Would also prefer an Associate Degree in Construction Technology or a related technical field, or equivalent combination of education and experience.

## **Language skills**

Ability to read, analyze, and interpret plans, schematics, surveys and other complex documents (engineering and land planning layouts, topography maps and blueprints). Ability to respond effectively to the most sensitive inquiries or complaints. Ability to effectively communicate pertinent information to all levels of management/ownership and field operations, both in writing and verbally.



### **Computer Skills**

Must have experience with or the ability to learn the following computer applications:

- Excel
- MS Word
- MS Outlook
- Microsoft Project or similar scheduling program
- Submittal Exchange, Procore Construction Management or similar applications

**END OF JOB DESCRIPTION**

