Gold Seal Certification Resources: ==Superintendent== Designation
Description from CCA Gold Seal Certification Guide 2016

What is a Superintendent?

A construction superintendent is the point person on a construction site and is usually responsible for the overall operation at the site. This includes a number of important functions related both to budget and quality.

A construction superintendent's most difficult task may be to take care of scheduling and timing. Many construction projects may have tight deadlines and need to be done in a certain order. Making sure the subcontractors arrive when they are supposed to be there, and get the job done within their allotted time frame, is one of the key duties of the position.

In order for this to take place, a construction superintendent must have good multitasking and scheduling skills. He/she is responsible for overseeing multiple facets of the project, many of which may occur simultaneously.

Major responsibilities include:

- Organize, coordinate, and supervise the work of the Foreperson, Sub Foreperson, and/or craft employees on construction projects.
- Determine work priorities and coordinate work activities within the design area and/or with others outside of the office.
- Apportion work among employees according to abilities or specialized training.
- Coordinate construction which involves scheduling meetings and reviewing project documents (e.g., contracts, specifications, blueprints) as necessary.
- Collaborate with administrators on the supervision of all work operations.
- Keep cost records on work performed and materials; is responsible for the control of costs in materials and wages.
- Exercise control over rate of construction progress in order to complete construction project within time limits; schedule jobs and operations.
- Estimate materials needed for specific jobs; estimate manpower needed for specific jobs.
- Lead inspection and commission of day to day construction work to enforce conformity to specifications.