

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Assistant Operations Superintendent

JOB CODE : 002810

DATE PREPARED : October 1, 1989

Revised: April 13, 1994

SUMMARY STATEMENT

The Assistant Operations Superintendent performs a variety of construction activities while assisting in the accomplishment of field operational objectives.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$2-\$6 million. The incumbent may have direct supervisory responsibility for up to 50 nonexempt employees. This position reports to an Operations Superintendent.

NATURE AND SCOPE

1. Provides supervisory support by directing and coordinating the work of craftsmen engaged in construction functions within a specific phase of the overall work;
2. Coordinates and consults with supervision or technical personnel on unusual and complex construction problems, appropriate guidance, and proper application;
3. Applies approved construction techniques and methods to obtain desired results through applicable general foremen;
4. Evaluates work performance to ensure continual quality workmanship, makes material take-offs, and initiates requests for new material after adequate evaluation;
5. Collects, coordinates, and distributes pertinent information to meet project requirements;
6. Distributes and maintains a selection of design drawings related to construction projects within the area of responsibility;
7. Inspects various construction activities for compliance with plans and specifications;
8. Maintains current knowledge of the present status of assigned jobs;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Assistant Operations Superintendent

4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains constant contact with supervisory, administrative, technical, and craft personnel to secure, coordinate, and disseminate data needed to fulfill assigned responsibilities.

WORKING CONDITIONS

Field conditions exist most of the time, subjecting the incumbent to adverse weather conditions and construction work hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of construction experience which have provided a thorough working knowledge of all phases of construction methods and their appropriate application, four years of which should have been in a supervisory capacity. Three years of this experience should have afforded the knowledge and ability to coordinate construction crafts.

Assistant Operations Superintendent

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.