

# JOB DESCRIPTION



## FIELD SUPERINTENDENT

This is a fulltime field position.

**Position Summary:** Position will support concrete/structural steel construction management activities.

### Basic Duties:

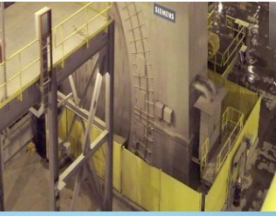
- Management and oversight of onsite contractors installing concrete/structural steel systems.
- Coordination with engineering design efforts, contract administration, procurement & logistics and project controls.
- Ensure compliance with all project management plans, design intent, safety procedures, manage onsite contractors work activities.
- Assembly of RFI's for engineering response, track contractor field progress, QA/QC review of in place work, reviewing/coordinating shop drawings with contractors, vendors & engineering.
- Generation of project meeting minutes.
- Generation of daily preparation of field & material reports, scheduling and cost control updates and monthly reports as required.
- Ability to manage site team, interface with client representatives, present construction progress, issues and interim reports to clients in a public forum, if needed.
- Work with site safety manager to support and enforce safety procedures.
- Position typically requires site presence for the duration of the project.

### Basic Qualifications:

- A minimum of 5 years' experience in similar role.
- Ability to present construction progress, issues and interim reports to clients in a public form.
- Associates degree in a related field.
- Working knowledge and experience and MS office, MS Project, and Primavera 6.
- Must be able to work in a project team and maintain a project schedule, be a self-starter, detailed-oriented and have exceptional organizational skills.
- Must be able to interact with clients and co-workers in a professional and respectful manner and work in a team environment sharing roles and responsibilities, with limited supervision.
- Valid passport or the ability to obtain one is required.
- Candidate must be able to travel, domestically & internationally, to other M3 offices and project sites to provide field support for new and ongoing projects.
- Must be able to pass the background check.

### Desired Qualifications:

- Previous mining experience
- Bachelors in Civil Engineering
- Bilingual English / Spanish abilities
- Experience working on multidisciplinary design and construction projects.



**Your signature indicates that you have the experience and meet the minimum qualifications commensurate to this position.**

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Employee Signature

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