



Site Superintendent

POSITION

Site Superintendent

GENERAL DESCRIPTION

Manage daily scope of work and maintains responsibility of crew and all paperwork

DUTIES AND RESPONSIBILITIES

- Manage small to large size projects, and serve as the support to the Director of Operations.
- Planning, staffing, scheduling, budgeting, ensuring quality of work, consistency across projects, ensuring safety of staff, coordinating with consultants and internal support staff, and communicating with the client and regulators.
- Day-to-day interaction, as well as presenting information and frequent participation at meetings with our client and regulators will be expected.
- Become an integral part of our team and spend quality time at the field sites when not engaged in client activities in the office or performing duties on the launch of new projects.
- Positively interface between clients and the often widely dispersed project teams and resources.
- Develop and plan procedures and programs to meet the specific needs of the company and clients
- Interact with supervisors and field workers in order to identify best work practices.
- Interacting with internal team players.
- Interacting with external clients and regulators.
- Providing leadership to more junior staff and project managers.
- Support and comply with all components of Loss Preventions System (LPS)
- Regular and physical attendance is an essential function of this position
- Regular and reliable attendance is an essential function of this position
- These items are not meant to be exhaustive of responsibilities, duties or requirements. Additional tasks may be requested as needed to meet overall objectives of the Terra Companies.

KNOWLEDGE AND SKILL REQUIREMENTS

- Excellent communication skills in written and verbal forms
- Strong organizational skills, ability to prioritize and multi-task while attending to details
- Excellent Interpersonal skills and leadership abilities
- Strong Microsoft Excel, Word, Internet and Masterbuilder knowledge
- Ability to perform duties and responsibilities with little to no supervision
- Able to follow verbal and written instructions
- Demonstrated management and financial skills in dealing with all phases of business operations.
- Strong customer service skills and strong persuasion skills
- Extensive professional experience requiring ability to communicate effectively as a leader.
- Thorough knowledge of Terra/Downunder field equipment and its capabilities
- Clean driving record and insurable in accordance with Company's current auto insurance carrier
- Valid Michigan Operator's License
- Able to understand basic equipment operating instructions and safe work practices

EDUCATIONAL / CERTIFICATION REQUIRMENTS

- Bachelors degree in related field or equivalent experience 5-7 years

PHYSICAL REQUIREMENTS

- Must be mentally and physically fit to perform assigned duties
- Must be able to stand, sit and walk for extended periods
- Good vision and hearing
- Drug free

ACCOUNTABILITY

- Regional Director of Operations