

Job Description - Tunnel Superintendent

FLSA Status: *Exempt*

Reports To: *Tunnel Engineer/General Superintendent*

Essential Job Functions:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervision of on-site crew in the execution of the work to specifications in accordance with all applicable codes and standards

Supervise Tunnel technicians on proper operations and maintenance of all Tunneling Boring machines and systems.

Supervise Equipment Maintenance Personnel on the proper procedures for maintenance, repair and refurbishment of all micro-tunneling and related systems.

Evaluate the qualifications and approve the hiring of field Tunnel Technicians and Maintenance Personnel.

Work to help determine needs for Tunneling equipment for each project.

Assemble and ship equipment at the required time, evaluate and arrange for rental or purchase of appropriate equipment required but not currently in the Tunneling equipment fleet.

Daily progress reports and payroll in accordance with project requirements

Maintain adequate materials and equipment inventories to support production

Assist in resolving issues that threaten project safety, schedule, and/or budget

Monitor craft compliance with all health, safety and environmental rules and ensure all work is done in a manner which enhances the safety of the work environment, document and ensure corrective measures are implemented

- Various field duties as assigned

Knowledge, Skills, and Abilities Required to Perform Essential Functions:

Technical Knowledge:

Ability to perform a variety of duties that may often change and work within standards of accuracy.

Physical Requirements:

Ability to stand or walk for long periods; use arms and hands to reach for, handle and manipulate objects; lift and carry materials weighing up to 50 pounds. Climb up and down ladder, scaffolds and other objects and carry tools and equipment. Stoop, kneel, crouch, and/or crawl. Ability to see well and distinguish between back up alarms, voices and other normal sounds consistent with construction job sites.

Environmental Adaptability:

Work inside and outside in all weather conditions, and various locations.
Hard hat, hearing and eye protection required.

Training and Experience:

Minimum 7 years tunneling construction experience; micro-tunneling experience is preferred.

Successful record of supervising and motivating field crews with emphasis on safety and quality

Excellent written and verbal communication skills

Excellent computer skills

History of maintaining profitability on projects

Team player, able to get along with a diverse group of people working towards a common goal

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