

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Operations Superintendent

JOB CODE: 003150

DATE PREPARED: October 1, 1989

Revised: June 29, 1994

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**SUMMARY STATEMENT**

The Operations Superintendent supervises a designated manual craft in a major operational support segment of field project events.

**DIMENSIONS**

The incumbent has contributory impact upon the operating budget of \$2-\$6 million. The incumbent may have direct supervisory responsibility for up to 70 nonexempt employees. This position reports to a Project Manager or higher managerial level.

**NATURE AND SCOPE**

1. Plans, supervises, and coordinates one of the major operational phases (electrical, mechanical, tunneling, drilling, roads and excavation, heavy equipment maintenance, or structural) associated with one or more of the project field events;
2. May be designated as an "event" superintendent in providing a central point of communication and optimum coordination for all field support requirements on a specific project;
3. Plans for and coordinates the acquisition of the correct types and amounts of material, equipment, and manpower to meet project and multiple shift requirements and ensures the efficient and economic use of same;
4. Monitors work assignments and ensures that the quality of work performed complies with established policies and job specifications through subordinate foremen or assistant supervisory personnel;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<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>

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;

## **Operations Superintendent**

6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

### **Mental**

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

### **PRINCIPAL CONTACTS**

The incumbent maintains contact with field operations personnel, user agencies, and DOE representatives to plan, coordinate, and execute project assignments.

### **WORKING CONDITIONS**

Field conditions exist most of the time, which may expose the incumbent to adverse weather conditions and work hazards.

### **REQUIRED WORK EXPERIENCE**

This position requires 12 years of applicable field experience, which have provided a thorough working knowledge of the techniques and practices associated with the area of responsibility, 6 years of which should have been in a supervisory capacity.

### **REQUIRED TRAINING**

This position requires high school graduation or equivalent.

### **OTHER SPECIAL QUALIFICATIONS**

None.