

**FRONT COVER NOTES FOR
GENERAL CONTRACTORS
SUPERINTENDENT
EXAMINATION SPECIFICATION**

This examination will be developed based on the following format:

<u>SECTION I</u>	<u>VALUE</u>
(1) 80 Multiple Choice Items	80%
(A) 17 items - Related Management Skills	21%
(C) 17 items - Pre-Construction/Post-Award Functions	21%
(D) 38 items - Project Co-ordination	49%
(E) 9 items - Post Construction	11%
<u>SECTION II</u>	
(1) Memo Writing	10%
(2) Working With Specifications	10%
TOTAL VALUE	100%

draft.

**GENERAL CONTRACTORS - SUPERINTENDENT
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SECTION: RELATED MANAGEMENT SKILLS

VALUE: 21%
(17 questions)

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.01.01 1 question	Maintain good labour relations, recognize labour conflicts, mediate conflicts involving company's own forces.	(a) Ability to maintain co-operative relations with labour representative. (b) Knowledge of contractual and legal responsibilities of employer and employees. (c) Knowledge of jurisdictional practice of trade union locals. (d) Ability to confer with crew to resolve complaints and grievances.
G.P.1000.01.15 2 questions	Maintain job site diary.	(a) Knowledge of the legal implications of a properly kept diary. (b) Ability to prepare a record of the work day. (c) Knowledge of key diary entries.
G.P.1000.01.01 1 question	Communicate clearly with own forces, client, consultant, regulatory agencies, and other contractors.	(a) Ability to communicate the various types of contracts to field staff. (b) Ability to produce written correspondence and reports. (c) Ability to make oral presentations. (d) Ability to electronically communicate by phone, Internet, etc. (e) Ability to free-hand draw. (f) Ability to maintain good relations with owner, client, and consultants. (g) Knowledge of the architect's/consulting engineer's role. (h) Knowledge of the contractual responsibilities of the owner, client and consultant. (i) Knowledge of authority and legal responsibilities of government inspectors. (j) Knowledge of code requirements for specialty trades. (k) Knowledge of contract documents and progress information usually required by owner/client/consultants. (l) Ability to use computer software packages. (m) Knowledge of cost implications of legislation. (n) Ability to respect the company's policies and procedures and understand the level of authority.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.P.1000.01.03 1 question	Oversee work of foreman	(a) Ability to organize staff. (b) Ability to co-ordinate staff. (c) Ability to manage staff. (d) Ability to motivate staff. (e) Ability to maintain team morale. (f) Ability to lead staff.
G.P.1000.01.18 1 question	Maintain inventory of materials.	(a) Knowledge of the components of an inventory system. (b) Knowledge of the importance in keeping accurate inventory records and costs.
G.P.1000.01.19 1 question	Ensure a list of acceptable suppliers, carriers and rental companies is maintained.	(a) Ability to assess the reliability of service. (b) Ability to evaluate the cost in comparison to reliability.
G.P.1000.01.21 1 question	Plan maintenance program.	(a) Knowledge of maintenance requirements for safe and efficient operations of equipment. (b) Ability to ensure that on-site maintenance is performed.
G.P.1000.01.09 1 question	Assist in planning and initiating training for field staff.	(a) Knowledge of orientation program for new employees. (b) Ability to train/develop needs of operations staff. (c) Knowledge of available courses and seminars. (d) Ability to spot shortcomings of staff and taking remedial action.
G.P.1000.01.22 1 question	Keep abreast with technological changes in the industry.	(a) Ability to maintain a current library of codes and regulations. (b) Ability to maintain current estimating practices. (c) Ability to maintain current data books. (d) Knowledge of economics micro/macro.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.P.1000.01.23 1 question	Respond to design/build and construction requests.	(a) Knowledge of current codes and regulatory agencies. (b) Knowledge of CAD software packages. (c) Ability to participate as a partner in a multi-disciplinary design/build team. (d) Ability to perform elemental cost analysis. (e) Ability to interpret client's needs. (f) Ability to respond to an expression of interest request.
G.P.1000.01.26 2 questions	Identify potential claims and take timely action.	(a) Ability to maintain written (and photographic) records of all potential claim situations. (b) Ability to ensure that all concerned parties are informed orally and, where applicable, through correspondence. (c) Knowledge of contractual responsibilities of all concerned parties. (d) Ability to analyse the impact on the schedule.
G.P.1000.01.13 1 question	Consult and/or prepare project budget for construction operations.	(a) Knowledge of financial forecasting. (b) Knowledge of budget components. (c) Knowledge of the importance of having a sound budget and realizing the impact of budgeting on the construction operations. (d) Knowledge of spreadsheets.
R.B.P.1000.01.02 2 questions	Protect company's interests against potential legal liability.	(a) Ability to identify potential third party claims and take timely action (environmental, etc.). (b) Knowledge of the company's obligation to provide a healthy and safe work environment for own forces and subcontractors.
G.P.1000.02.01	Advise project management at	(a) Ability to assess requirements for supervision and

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1 question	tendering stage on construction methods to be used, and indirect costs of construction.	indirect costs. (b) Ability to keep abreast of new cost-effective methods of construction. (c) Knowledge of all applicable project taxes. (d) Ability to locate existing services.

**SECTION: PRE-CONSTRUCTION / POST AWARD FUNCTIONS VALUE: 21%
(17 questions)**

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.03.01 2 questions	Participate in an internal job start-up meeting.	(a) Ability to evaluate staff requirements in relation to: size, duration and complexity of job; and type of client. (b) Ability to select key personnel. (c) Ability to establish contract milestones and project strategy for construction. (d) Knowledge of technical and cost aspects of methods and sequences. (e) Knowledge of technical and cost aspects of materials and equipment selection. (f) Knowledge of material handling techniques. (g) Knowledge of factors which limit or foster productivity. (h) Knowledge of union regulations on crew composition if applicable. (i) Knowledge of the schedule requirements. (j) Knowledge of contract requirements. (k) Ability to clearly state contract objectives. (l) Ability to evaluate staff capabilities in relation to the project. (m) Knowledge of alternative methods of construction. (n) Knowledge of sequence of construction.
G.S.1100.03.04	Participate in an external job start-up meeting.	(a) Knowledge of contract documents. (b) Knowledge of contract milestones and contract strategy

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
* 1 question		for construction. (c) Ability to review contract schedule. (d) Knowledge of contract objectives. (e) Ability to identify critical operations of the project requiring extra cooperation or special attention.
G.S.1100.03.02 2 questions	Organize and implement job site safety procedures.	(a) Ability to assign safety responsibilities to staff. (b) Ability to follow a safety monitoring policy for the project. (c) Knowledge of health and safety legislation.
G.P.1000.03.04 * 1 question	Implement company cost control system to project.	(a) Ability to analyse contract size and complexity, critical construction operations and contractual requirements for reporting costs/progress.

draft.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.03.05 2 questions	Participate in preparation of construction operations plan.	(a) Knowledge of project schedule. (b) Knowledge of project equipment requirements. (c) Knowledge of project labour requirements. (d) Knowledge of project material requirements. (e) Knowledge of project speciality requirements. (f) Ability to plan site layout and temporary services in conjunction with management team and subcontractors. (g) Ability to plan effective location of job site office, material storage, access routes, hoarding, security, etc. (h) Ability to guard against damage to existing property. (i) Ability to prepare job equipment list in conjunction with superintendent and equipment management. (j) Knowledge of the applications, cost effectiveness and capacities of various types of equipment. (k) Ability to co-ordinate plans and specifications with field work of all construction forces on project. (l) Knowledge of construction decisions requiring approval/review of owner's representative. (m) Ability to mediate conflicting interests of contractors on-site.
G.P.1000.03.12 * 1 question	Arrange for permits.	(a) Knowledge of types of permits and information required by regulatory agencies. (b) Knowledge of federal, provincial and municipal by-laws affecting construction.
G.P.1000.03.13 * 1 question	Arrange for required inspection/testing.	(a) Knowledge of testing requirements included in contract documents. (b) Knowledge of procedures for inspections/testing. (c) Knowledge of private testing agencies.

draft.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.P.1000.03.06 * 1 question	Assist in negotiating, modifying, awarding subcontracts, and supplier contracts (purchase orders).	(a) Knowledge of negotiating considerations. (b) Ability to assess reliability, quality, etc. of subcontractors. (c) Ability to determine scope of work. (d) Knowledge of contract requirements. (e) Ability to issue and confirm purchase orders for materials, equipment and miscellaneous supplies. (f) Ability to evaluate supplier/manufacturer quotations for conformity with material specifications/standards. (g) Ability to negotiate terms of payment and delivery. (h) Knowledge of on-site and off-site handling techniques. (i) Knowledge of sales tax, customs duties, brokerage fees, typical discounts, etc. (j) Knowledge of insurance coverage (loss, theft, damage) for special orders. (k) Knowledge of cost and delivery effects of alternative modes of transportation. (l) Knowledge of cost implications of lease vs. purchase of equipment. (m) Ability to provide supplier/ manufacturer with clear written instructions on delivery dates, packaging, identification of materials, etc. (n) Knowledge of types of purchase orders (spot, blanket, project, contract). (o) Knowledge of affidavits or mill inspection certificates. (p) Ability to assess reliability, quality, and financial capability of subcontractors and suppliers. (q) Ability to procure equipment for project. (r) Ability to procure materials for project. (s) Knowledge of contracts for subcontractors.
G.S.1100.03.06 * 1 question	Assist in the preparation of construction schedule by project co-ordination.	(a) Knowledge of bar chart, network diagramming (CPM, PERT) and other diagrammatic methods of scheduling. (b) Knowledge of resource levelling throughout the project.
G.P.1000.03.17	Implement maintenance program.	(a) Knowledge of maintenance requirements for safe and efficient operations of equipment.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
* 1 question		(b) Ability to ensure that on-site maintenance is performed.
G.S.1100.03.03 * 1 question	Consult with project manager in analysing project in detail to realize cost savings through redesign.	(a) Knowledge of alternative methods of construction. (b) Knowledge of alternative products and materials. (c) Knowledge of the purchasing requirements for material and supplies.
G.P.1000.03.05 * 1 question	Review contract documents.	(a) Knowledge of standard forms of construction contracts. (b) Knowledge of principles of law of contract between owners (or their agents), subcontractors and suppliers. (c) Knowledge of different types of construction contracts (unit price, lump sum, turn key, design build, alliance, value, etc.).
G.S.1100.03.07 2 questions	Plan availability and allocate own forces, equipment and material.	(a) Knowledge of cost/benefit analysis for labour and equipment requirements. (b) Ability to calculate quantities of material required. (c) Knowledge of standard units and methods of measuring site work, concrete, formwork, masonry and carpentry. (d) Knowledge of effective workforce organization. (e) Ability to plan the mobilization of the project in accordance with schedule. (f) Knowledge of schedule for project. (g) Knowledge of equipment capabilities. (h) Knowledge of personnel capabilities. (i) Knowledge of material requirements.
G.P.1000.02.06 * 1 question	Analyse reports on out-of-town conditions.	(a) Ability to assess local labour situations, accessibility to site, travel requirements, lodging, local bylaws, availability of material and equipment, climate, etc. (b) Ability to analyse local labour availability and productivity. (c) Ability to perform on-site analysis of work and methods. (d) Ability to conduct a risk analysis of taking the project. (e) Ability to assess, in consultation with field supervision,

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
		construction methods and systems to be used in project.
G.S.1100.03.08 (new) 2 questions	Expedite project layout.	(a) Knowledge of surveying. (b) Ability to verify control points. (c) Ability to use precision instruments.

* Only test 6 out of the 10 of these tasks on any one exam

SECTION: PROJECT CO-ORDINATION

VALUE: 48%
(38 questions)

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.P.1000.04.21 1 question	Manage purchasing system.	(a) Ability to provide proper authorization of requisitions. (b) Ability to maintain expediting/purchasing records. (c) Ability to ensure that invoiced materials have been delivered to site and invoiced work has been done. (d) Ability to authorize invoices. (e) Knowledge of typical record maintenance procedures. (f) Ability to organize and manage a field purchasing system.
G.S.1100.04.02 2 question	Co-ordinate and document back charges in conjunction with project co-ordination.	(a) Ability to clearly define services provided to and by subcontractors. (b) Ability to record and authorize back charges. (c) Knowledge of contractual responsibilities of general contractor and subcontractors.
G.S.1100.04.23 1 question	Assist in processing change orders.	(a) Ability to identify work that is not specified in contract documents. (b) Ability to consult with supervision, project co-ordination and trade contractors on impact to change on cost and schedule. (c) Ability to negotiate and obtain approval of changes. (d) Ability to review change orders.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.04.03 1 question	Monitor job progress.	(a) Ability to carry out visual inspections of job progress. (b) Ability to establish regular jobsite meetings. (c) Ability to compare job progress with schedule. (d) Ability to verify subcontractors monthly progress.
G.P.1000.04.18 2 question	Monitor construction safety.	(a) Ability to implement the company's safety policies on the job. (b) Knowledge of safety legislation. (c) Knowledge of safety legislation for specialty trades. (d) Knowledge of good safety practices. (e) Knowledge of accident investigation and reporting procedures. (f) Ability to evaluate loss time accidents. (g) Knowledge of company's safety policy. (h) Knowledge of first aid. (i) Ability to train on specific safety issues. (j) Ability to assign safety monitoring to each level of staff.
G.S.1100.04.04 2 questions	Ensure accident reports are documented.	(a) Knowledge of report writing. (b) Ability to investigate causes of accidents. (c) Knowledge of WCB requirements for reporting accidents by general contractor's workforce and by subcontractor's workforce. (d) Knowledge of safety regulations set by: - provincial safety council; - contract conditions; - company policy.
G.S.1100.04.06 1 question	Ensure that material is delivered on time and is the correct quantity and quality ordered.	(a) Ability to ensure quality of materials specified in contract. (b) Ability to establish delivery date in conjunction with schedule.
G.S.1100.04.08 1 question	Requisition/order equipment and materials.	(a) Knowledge of procedures for field purchasing/requisitioning of equipment and materials. (b) Knowledge of shop production procedures and the time they require. (c) Knowledge of material expediting procedures.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.04.10 1 question	Coordinate with other trades to eliminate interference.	(a) Ability to give clear oral and written instructions to subcontractors on where and when to do work. (b) Ability to maintain co-operative relations with general and other subcontractors. (c) Knowledge of procedures for ensuring that: - workmanship and materials meet specifications; - as-built drawings are maintained; - mechanical and electrical trades have completed all necessary labelling, charts and diagrams. (d) Knowledge of subcontract obligations. (e) Knowledge of mechanical and electrical systems and terminology. (f) Ability to check and verify shop drawings. (g) Knowledge of job schedule and priorities. (h) Knowledge of time and space required for work by other trades.
G.S.1100.04.11 2 questions	Process field instructions/change orders.	(a) Ability to identify work not specified in contract documents. (b) Knowledge of implications of doing additional work without proper authorization from owner's representative. (c) Ability to consult with trade contractors on impact of change on cost and schedule. (d) Knowledge of methods for determining costs (time and material, lump sum, unit price). (e) Ability to notify all parties of authorized changes. (f) Ability to consult with supervision, project co-ordination and trade contractors on impact of change on cost and schedule. (g) Ability to negotiate and obtain approval of changes.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.04.12 2 questions	Direct the allocation of project resources.	(a) Ability to give clear instructions. (b) Knowledge of quantitative and qualitative standards of performance. (d) Ability to instruct workers on methods to be followed when carrying out work. (e) Knowledge of skills required to work in trade. (e) Knowledge of tools, equipment, materials, techniques, and methods used in the project.
G.S.1100.04.13 1 question	Ensure proper storage, use and maintenance of tools.	(a) Knowledge of storage, use and maintenance of tools. (b) Knowledge of securing tools.
G.S.1100.04.14 1 question	Establish production levels in collaboration with project manager.	(a) Knowledge of budget constraints. (b) Knowledge of methods of cost control. (c) Knowledge of company's cost control system. (d) Knowledge of equipment capabilities. (e) Knowledge of personnel capabilities. (f) Knowledge of factors which limit or foster productivity.
G.S.1100.04.15 2 questions	Establish and enforce job discipline.	(a) Knowledge of rules of conduct established in company policy and construction contract. (b) Knowledge of government by-laws, laws, and regulations. (c) Ability to ensure foremen understand and enforce rules. (d) Knowledge of fair and ethical practice. (e) Knowledge of procedures for hiring and firing. (f) Knowledge of supervision's rights and responsibilities.
G.S.1100.04.16 1 question	Ensure that on-site equipment maintenance is performed.	(a) Knowledge of equipment maintenance program.

draft.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.04.17 1 question	Spot strengths and weaknesses of foremen and workers, and take appropriate action.	(a) Ability to recognize training needs. (b) Knowledge of where training/education is available. (c) Knowledge of techniques of instruction.
G.P.1000.04.15 1 question	Prepare reports on equipment use, construction progress and subcontractor progress.	(a) Ability to keep accurate records of equipment use and construction progress. (b) Knowledge of methods for measuring construction in place. (c) Ability to report progress quantities.
G.P.1000.04.16 1 question	Assist in the preparation of periodic reports on cost forecast to completion.	(a) Ability to identify cost overruns and taking corrective action. (b) Ability to prepare periodic labour and equipment forecasts to completion. (c) Knowledge of methods for assessing labour and equipment required. (d) Ability to review labour variance, equipment variance, material variance and progress reports in conjunction with supervision, and take corrective action. (e) Ability to determine reason for excessive variance. (f) Ability to assess budget and schedule constraints. (g) Knowledge of shortcomings of overtime and shift work.
G.S.1100.04.18 2 questions	Verify labour, material, equipment, and subcontracts coding and cost allocations.	(a) Knowledge of company cost code systems. (b) Ability to appropriately assign activities to correct coding.

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.04.19 1 question	Assist project management in planning all activities directly related to project commissioning from receipt of documents through to owner's final acceptance of project.	<ul style="list-style-type: none"> (a) Ability to understanding all related drawings and specifications. (b) Ability to understand contract document implications. (c) Knowledge of flow charting. (d) Ability to prepare deficiency list and ensuring that all work is completed according to specification, and according to government codes and regulations. (e) Ability to co-ordinate activities with owner's representative, engineer, contractor, and subcontractors. (f) Ability to document test performance of all systems. (g) Ability to carry out final commissioning of completed system to owner. (h) Knowledge of substantial performance requirements. (i) Knowledge of warranty requirements and responsibilities of subcontractor and owner. (j) Knowledge of company's obligations to general contractor's manuals and operational documentation. (k) Knowledge of procedures for securing approval of regulatory agencies. (l) Knowledge of procedures for securing approval of engineer/consultant. (m) Knowledge of the requirements for substantial completion.
G.S.1100.04.20 1 question	Identify potential problems in installation process, and plan solutions.	<ul style="list-style-type: none"> (a) Knowledge of requirements and work methods of prime contractor, subcontractors, and requirements of own work forces. (b) Knowledge of specific requirements related to installation of specific systems.
G.S.1100.04.21 2 questions	Ensure deficiencies have been rectified.	<ul style="list-style-type: none"> (a) Knowledge of all related drawings and specifications. (b) Knowledge of procedures for repairing deficiencies. (c) Knowledge of proper documentation for final inspection.
G.P.1000.04.01 2 questions	Oversee work of subcontractors.	<ul style="list-style-type: none"> (a) Knowledge of contract documents. (b) Ability to maintain co-operative relations with subcontractors. (c) Ability to ensure subcontractors submit required documentation. (d) Ability to supervise and monitor subcontract work.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.S.1100.04.24 1 question	Implement the substantial completion process.	(a) Ability to organize a site meeting with owner. (b) Ability to generate the internal final inspection list.
G.P.1000.04.13 1 question	Expedite subcontractors and suppliers conjunction with construction team.	(a) Ability to ensure that subcontractors are on-site when required and that, where necessary, equipment is available and material is delivered. (b) Ability to expedite timely deliver of equipment and materials. (c) Ability to keep close liaison with purchasing and equipment management. (d) Knowledge of cost/delivery effects of alternative modes of transportation. (e) Knowledge of typical expediting procedures of the contractor. (f) Knowledge of the relationship between the contract and subcontract conditions.
G.P.1000.04.14 1 question	Manage a quality control program.	(a) Knowledge of construction standards established in code, contract documents and company policy. (b) Ability to ensure inspection of custom-made materials at place of manufacture, and materials when delivered on-site. (c) Ability to produce periodic construction quality reports. (d) Knowledge of typical quality control procedures.
G.P.1000.04.06 1 question	Assist finalizing contract value and carry out transfer of project to owner.	(a) Ability to assemble finalization documents (guarantees, as-built, warranties, etc.) (b) Knowledge of impact of partial take-over (liabilities, warranties, hold back). (c) Ability to ensure accounting has been supplied with all necessary cost information to finalize contract value. (d) Knowledge of the project documents required (guarantees, as-built, warranties, quality control). (e) Knowledge of transfer procedures required (commissioning, instruction for equipment use, labelling, etc.). (f) Ability to ensure client's employee's are trained.

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TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.P.1000.02.03 2 questions	Study plans, specifications, addenda and all construction conditions set by owner/architect.	(a) Ability to detect early determination of any discrepancies, ambiguities, omissions, etc. in contract documents. (b) Ability to study drawings, and specifications early in the job. (c) Knowledge of performance requirements (accelerated schedule, etc.) (d) Ability to detect of potential claims. (e) Ability to be aware of any environmental conditions of the contract. (f) Ability to understand the liability of errors or omissions in drawings and noting such to management and owner/consultant. (g) Knowledge of document hierarchy.

SECTION: POST CONSTRUCTION

**VALUE: 11%
(9 questions)**

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
G.P.1000.05.01 5 questions	Participate in a post-construction review in conjunction with construction team.	(a) Ability to determine strengths and weaknesses in estimating, planning or implementation of contract. (b) Ability to reassess project's role in strategic plan of company. (c) Ability to evaluate subcontractors, suppliers, personnel, etc.
G.P.1000.05.04 4 questions	Work with tables of labour productivity factors.	(a) Knowledge of on-site analysis of work and methods. (b) Ability to analyse cost reports and other statistics. (c) Ability to assess, in consultation with field supervision, construction methods and systems. (d) Knowledge of reference sources on labour factors. (e) Ability to obtain from supervision feedback on company's tables of labour productivity. (f) Knowledge of how unit labour costs are calculated.