



# Occupational Profile / Examination Specification

**For**

*Specialty Trade Superintendent*

## Scope of Work

### Specialty Trade Contractors Superintendent

The specialty trade superintendent provides the overall on-site administrative and technical management for a project. Possessing wide-ranging technical and managerial skills, the superintendent's role is normally one of independent project supervision for small to medium-sized projects or directing one major segment of a more extensive project. It is a position above the job-site foreperson. The superintendent ensures the total construction efforts is in accordance with design, budget and schedule, and reports to the project manager or owner.

**FRONT COVER NOTES FOR  
SPECIALTY TRADE CONTRACTOR SUPERINTENDENT  
EXAMINATION SPECIFICATION**

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**This examination has been developed based on the following format:**

<b><u>SECTION I</u></b>	<b><u>VALUE</u></b>
<b>(1) 90 Multiple Choice Items</b>	<b>90%</b>
<b>A. Items – Related Management Skills</b>	<b>21%</b>
<b>B. Items – Pre-Construction/Post-Award Functions</b>	<b>13%</b>
<b>C. Items – Project Coordination</b>	<b>47%</b>
<b>D. Items – Post-Construction</b>	<b>9%</b>
 <b><u>SECTION II</u></b>	
<b>(1) Communication</b>	<b>10%</b>
 <b>TOTAL VALUE</b>	<b>100%</b>

## SPECIALTY TRADE CONTRACTORS – SUPERINTENDENT EXAMINATION SPECIFICATION

### SECTION ONE: RELATED MANAGEMENT SKILLS

**21 ITEMS**
**VALUE: 21%**

TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUB-TASKS
1  4 items	Maintain job site diary. (40)	<ul style="list-style-type: none"> <li>a) Knowledge of the legal implications of a properly kept diary.</li> <li>b) Ability to prepare a record of the workday.</li> <li>c) Knowledge of key diary entries.</li> </ul>
2  5 items	Communicate clearly with own forces, owner, client, consultant, regulatory agencies, and other contractors. (30)	<ul style="list-style-type: none"> <li>a) Ability to communicate the various types of contracts to field staff.</li> <li>b) Ability to present written correspondence and reports.</li> <li>c) Ability to make oral presentations.</li> <li>d) Ability to electronically communicate by phone, Internet, etc.</li> <li>e) Ability to maintain good relations with owner, client, and consultants.</li> <li>f) Knowledge of the architect's/consulting engineer's role.</li> <li>g) Knowledge of the contractual responsibilities of the owner, client and consultant.</li> <li>h) Knowledge of authority and legal responsibilities of government inspectors.</li> <li>i) Knowledge of code requirements for specialty trades.</li> <li>j) Knowledge of contract documents and progress information usually required by owner/client/consultants.</li> <li>k) Ability to use computer software packages.</li> <li>l) Knowledge of cost implications of legislation</li> <li>m) Ability to respect the company's policies and procedures and understand the level of authority.</li> </ul>
3  2 items	Maintain good labour relations; recognize labour conflicts involving company's own forces. (99)	<ul style="list-style-type: none"> <li>a) Ability to maintain cooperative relations with labour representative.</li> <li>b) Knowledge of contractual and legal responsibilities of employer and employees.</li> <li>c) Knowledge of jurisdictional practice of trade union locals.</li> <li>d) Ability to confer with crew to resolve complaints and grievances.</li> </ul>

<b>TASK NO. &amp; VALUE</b>	<b>TASK DESCRIPTION</b>	<b>SUPPORTING SUB-TASKS</b>
4 3 items	Oversee work of foreman. (32)	a) Ability to organize staff. b) Ability to coordinate staff. c) Ability to manage staff. d) Ability to motivate staff. e) Ability to maintain team morale. f) Ability to lead staff.
5 2 items	Maintain inventory of materials. (42)	a) Knowledge of the components of an inventory system. b) Knowledge of the importance in keeping accurate inventory records and costs.
6 2 items	Ensure a list of acceptable suppliers, carriers and rental companies is maintained. (43)	a) Ability to assess the reliability of service. b) Ability to evaluate the cost in comparison to reliability.
7 1 item	Plan maintenance program. (45)	a) Knowledge of maintenance requirements for safe and efficient operations of equipment. b) Ability to ensure that on-site maintenance is performed.
8 1 item	Assist in the planning and initiating training for field staff. (35)	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 take remedial action.
9 1 item	Keep abreast with technological changes in the industry. (46)	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.

**SECTION TWO: PRE-CONSTRUCTION /POST AWARD****13 ITEMS****VALUE: 13%**

<b>TASK NO. &amp; VALUE</b>	<b>TASK DESCRIPTION</b>	<b>SUPPORTING SUB-TASKS</b>
10 4 items	Study plans, specifications, addenda and all construction conditions set by owner/consultant. (52)	<ul style="list-style-type: none"> <li>a) Ability to detect early determination of any discrepancies, ambiguities, omissions, etc. in contract documents.</li> <li>b) Ability to study drawings and specifications early in the job.</li> <li>c) Knowledge of performance requirements (accelerated schedule, etc.)</li> <li>d) Ability to be aware of any environmental conditions of the contract.</li> <li>e) Ability to understand the liability of errors or omissions in drawings and noting such to management.</li> <li>f) Knowledge of document hierarchy.</li> </ul>
11 3 items	Conduct pre-construction site inspection in conjunction with project management. (51)	<ul style="list-style-type: none"> <li>a) Ability to assess existing structure, utilities, storage, space, obstructions, site access, etc.</li> <li>b) Ability to conduct a job-site analysis (notes, pictures, reports).</li> </ul>
12 1 item	Participate in an internal job start-up meeting. (100)	<ul style="list-style-type: none"> <li>a) Ability to evaluate and select key personnel and evaluate their ability in relation to size, duration and complexity of job.</li> <li>b) Ability to select key personnel.</li> <li>c) Knowledge of technical and cost aspects of methods and sequences.</li> <li>d) Knowledge of technical and cost aspects of materials and equipment selection.</li> <li>e) Knowledge of material handling techniques.</li> <li>f) Knowledge of factors that limit or foster productivity.</li> <li>g) Knowledge of union regulations on crew composition, if applicable.</li> <li>h) Knowledge of the schedule requirements.</li> <li>i) Knowledge of contract requirements.</li> <li>j) Knowledge of alternative methods of construction.</li> <li>k) Knowledge of sequence of construction.</li> </ul>

TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUB-TASKS
14  2 items	Participate in preparation of construction operations plan. (104)	<ul style="list-style-type: none"> <li>a) Knowledge of project schedule.</li> <li>b) Knowledge of project equipment requirements.</li> <li>c) Knowledge of project labour requirements.</li> <li>d) Knowledge of project material requirements.</li> <li>e) Knowledge of project specialty requirements.</li> <li>f) Ability to plan site layout and temporary services in conjunction with supervision and in consultation with subcontractors.</li> <li>g) Ability to plan effective location of job site office, material storage, access routes, hoarding, security, etc.</li> <li>h) Ability to guard against damage to existing property.</li> <li>i) Ability prepare job equipment list.</li> <li>j) Knowledge of applications, cost effectiveness and capacities of various types of equipment.</li> <li>k) Knowledge of construction decisions requiring approval/ review of owner's representative.</li> <li>l) Ability to consult with management on construction methods to be used.</li> </ul>
15  1 item	Consult with project manager in analyzing project in detail to realize cost savings. (102)	<ul style="list-style-type: none"> <li>a) Knowledge of alternative methods of construction.</li> <li>b) Knowledge of alternative products and materials.</li> <li>c) Knowledge of the purchasing requirements for material and supplies.</li> </ul>
16  2 items	Participate in an on-site job start-up meeting. (103)	<ul style="list-style-type: none"> <li>a) Knowledge of scope of work.</li> <li>b) Knowledge of contract milestones and contract strategy for construction.</li> <li>c) Ability to review contract schedule.</li> <li>d) Knowledge of contract objectives.</li> <li>e) Ability to identify critical operations of the project requiring extra cooperation or special attention.</li> </ul>

**SECTION THREE: PROJECT COORDINATION****47 ITEMS****VALUE: 47%**

<b>TASK NO. &amp; VALUE</b>	<b>TASK DESCRIPTION</b>	<b>SUPPORTING SUB-TASKS</b>
17 2 items	Prepare reports on equipment use, construction progress and subcontractor progress. (85)	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.
18 2 items	Spot strengths and weaknesses of foremen and workers and take appropriate action. (120)	a) Ability to recognize training needs. b) Knowledge of where training/ education is available. c) Knowledge of techniques of instruction.
19 2 items	Direct the allocation of project resources. (115)	a) Ability to give clear instructions. b) Knowledge of quantitative and qualitative standards of performance. c) Ability to instruct workers on methods to be followed when carrying out work. d) Knowledge of skills required to work in the trade. e) Knowledge of tools, equipment, materials, techniques, and methods used in the project.
20 2 items	Coordinate with other trades to eliminate interference. (113)	a) Ability to give clear oral and written instructions to subcontractors on where and when to do work. b) Ability to maintain cooperative relations with general and other subcontractors. c) Knowledge of procedures for ensuring that: - workmanship and materials meet specifications; - as-built drawings are maintained. d) Knowledge of subcontract obligations. e) Ability to check and verify shop drawings. f) Knowledge of job schedule and priorities. g) Knowledge of time and space required for work by other trades.
21 2 items	Ensure proper storage, use and maintenance of tools. (116)	a) Knowledge of storage, use and maintenance of tools. b) Knowledge of securing tools.

TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUB-TASKS
22  2 items	Requisition/order equipment and materials. (112)	<ul style="list-style-type: none"> <li>a) Knowledge of procedures for field purchasing/requisitioning of equipment and materials.</li> <li>b) Knowledge of shop production procedures and the time they require.</li> <li>c) Knowledge of material expediting procedures.</li> </ul>
23  2 items	Process field instructions/change orders. (114)	<ul style="list-style-type: none"> <li>a) Ability to identify work not specified in contract documents.</li> <li>b) Knowledge of implications of doing additional work without proper authorization from owner's representative.</li> <li>c) Ability to consult with trade contractors in impact of change on cost and schedule.</li> <li>d) Ability to obtain approval of changes.</li> </ul>
24  2 items	Coordinate and document back charges in conjunction with project management. (108)	<ul style="list-style-type: none"> <li>a) Ability to clearly define services provided to and by subcontractors.</li> <li>b) Ability to record and authorize back charges.</li> <li>c) Knowledge of contractual responsibilities of general contractor and subcontractors.</li> </ul>
25  2 items	Prepare time sheets and cost allocations. (121)	<ul style="list-style-type: none"> <li>a) Knowledge of company cost code.</li> </ul>
26  2 items	Assist in the preparation of periodic reports on cost forecast to completion. (86)	<ul style="list-style-type: none"> <li>a) Ability to identify cost overruns and taking corrective action.</li> <li>b) Ability to prepare periodic labour and equipment forecasts to completion.</li> <li>c) Knowledge of methods for assessing labour and equipment required.</li> <li>d) Ability to review labour variance, equipment variance, material variance and progress reports in conjunction with supervision, and take corrective action.</li> <li>e) Ability to determine reason for excessive variance.</li> <li>f) Ability to assess budget and schedule constraints.</li> <li>g) Knowledge of shortcomings of overtime and shift work.</li> </ul>

TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUB-TASKS
27 2 items	Ensure accident reports are documented. (110)	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:\ <ul style="list-style-type: none"> <li>- provincial safety council;</li> <li>- contract conditions;</li> <li>- company policy.</li> </ul>
28 2 items	Direct an internal project inspection. (157)	a) Ability to understand all related drawings and specifications. b) Ability to conduct a quality control inspection.
29 2 items	Assist project management in planning all activities directly related to project commissioning from receipt of documents through to owner's final acceptance of project. (122)	a) Ability to understand all related drawings and specifications. b) Ability to understand contract document implications. c) Ability to prepare deficiency list and ensure that all work is completed according to specification and according to government codes and regulations.
30 2 items	Monitor construction safety. (87)	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 first aid. h) Ability to train on specific safety issues. i) Ability to assign safety monitoring to each level of staff.
31 2 items	Manage field-purchasing system. (89)	a) Ability to ensure 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.

TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUB-TASKS
32  2 items	Monitor job progress. (109)	<ul style="list-style-type: none"> <li>a) Ability to carry out visual inspections of job progress.</li> <li>b) Ability to establish regular job site meetings.</li> <li>c) Ability to compare job progress with schedule.</li> <li>d) Ability to verify subcontractors' monthly progress.</li> </ul>
33  2 items	Ensure that material delivered is the correct quantity and quality ordered. (111)	<ul style="list-style-type: none"> <li>a) Ability to ensure quality of materials specified in contract.</li> <li>b) Ability to establish delivery date in conjunction with schedule.</li> </ul>
34  2 items	Oversee work of subcontractors. (73)	<ul style="list-style-type: none"> <li>a) Knowledge of contract documents.</li> <li>b) Ability to maintain cooperative relations with subcontractors.</li> <li>c) Ability to supervise and monitor subcontractors' work.</li> </ul>
35  2 items	Monitor quality control program. (84)	<ul style="list-style-type: none"> <li>a) Knowledge of construction standards established in code, contract documents and company policy.</li> <li>b) Ability to ensure inspection of custom-made materials at place of manufacture and materials when delivered on-site.</li> <li>c) Ability to produce periodic construction quality reports.</li> <li>d) Knowledge of typical quality control procedures.</li> </ul>
36  2 items	Establish and enforce job discipline. (118)	<ul style="list-style-type: none"> <li>a) Knowledge of rules of conduct established in company policy and construction contract.</li> <li>b) Knowledge of government by-laws, laws, and regulations.</li> <li>c) Ability to ensure that foremen understand and enforce rules.</li> <li>d) Knowledge of fair and ethical practices.</li> <li>e) Knowledge of procedures for hiring and firing.</li> <li>f) Knowledge of supervisor's rights and responsibilities.</li> </ul>

TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUB-TASKS
37  2 items	Expedite subcontracts and subcontract deliveries in conjunction with construction team. (83)	<ul style="list-style-type: none"> <li>a) Ability to ensure that subcontractors are on-site when required and that necessary equipment is available and material is delivered.</li> <li>b) Ability to expedite timely delivery of equipment and materials.</li> <li>c) Ability to keep close liaison with purchasing and equipment management.</li> <li>d) Knowledge of typical expediting procedures of the contractor.</li> <li>e) Knowledge of the relationship between the contract and subcontract conditions.</li> </ul>
38  2 items	Plan availability and allocate own forces, equipment and material. (106)	<ul style="list-style-type: none"> <li>a) Knowledge of cost/benefit analysis for labour and equipment requirements.</li> <li>b) Knowledge of how to calculate quantities of material required.</li> <li>c) Knowledge of standard units and methods of measuring site work, concrete, formwork, masonry and carpentry.</li> <li>d) Knowledge of effective workforce organization.</li> <li>e) Ability to plan the mobilization of the project in accordance with schedule.</li> <li>f) Knowledge of equipment capabilities.</li> <li>g) Knowledge of personnel capabilities.</li> <li>h) Knowledge of material requirements.</li> </ul>
39  2 items	Expedite project layout. (107)	<ul style="list-style-type: none"> <li>a) Knowledge of surveying.</li> <li>b) Ability to verify control points.</li> <li>c) Ability to use precision instruments.</li> </ul>
40  1 item	Implement maintenance program. (71)	<ul style="list-style-type: none"> <li>a) Knowledge of maintenance requirements for safe and efficient operations of equipment.</li> <li>b) Ability to ensure that on-site maintenance is performed.</li> </ul>

**SECTION FOUR: POST-CONSTRUCTION****9 ITEMS****VALUE: 9%**

<b>TASK NO. &amp; VALUE</b>	<b>TASK DESCRIPTION</b>	<b>SUPPORTING SUB-TASKS</b>
42 2 items	Participate in a post-construction review in conjunction with construction team. (91)	<ul style="list-style-type: none"> <li>a) Ability to determine strengths and weaknesses in estimating, planning or implementation of contract.</li> <li>b) Ability to evaluate subcontractors, suppliers, personnel, etc.</li> </ul>
43 3 items	Work with labour productivity factors. (93)	<ul style="list-style-type: none"> <li>a) Knowledge of on-site analysis of work and methods.</li> <li>b) Ability to analyze cost reports and other statistics.</li> <li>c) Ability to assess in consultation with field supervision, construction methods, and systems.</li> <li>d) Knowledge of reference sources on labour factors.</li> <li>e) Ability to obtain from supervision feedback on company's tables of labour productivity.</li> <li>f) Knowledge of how unit labour costs are calculated.</li> </ul>
44 4 items	Ensure deficiencies have been rectified. (124)	<ul style="list-style-type: none"> <li>a) Knowledge of all related drawings and specifications.</li> <li>b) Knowledge of procedures for repairing deficiencies.</li> <li>c) Knowledge of proper documentation for final inspection.</li> </ul>

The essay component of the examination, worth 10%, consists of requesting the candidate to write some form of correspondence for the purpose of demonstrating their comprehension and writing ability.