

## Position Description

Title: Project Superintendent  
Reporting To: Project Manager  
Division: Electric & Controls  
Location: Vernal, UT

Tarpon is searching for a Project Superintendent to join our Project team in Vernal, UT. The Project Superintendent will be a state-licensed Journeyman Electrician with strong industrial or commercial experience and prior supervisory experience. The Project Superintendent has a continual focus on safety, cost control, scheduling and client satisfaction when performing his/her duties. He/she will also have a history of producing quality work with attention to detail in order to meet and exceed client needs.

### Duties and Responsibilities

- Responsible for the overall management of the site, including the supervision of the General Foreman, Electrical Foreman and field employees.
- Ensures work is carried out using safe work procedures and practices.
- Works with the Engineer, General Foreman, Foreman, crew and Client Representative to resolve issues with electrical installations.
- Interprets and works from electrical drawings, schematics, wiring diagrams and owner's details and specifications with a firm understanding of scope of work, prints (electrical, P&IDs, mechanical and vendor) and bid.
- Plans and schedules work with General Foreman, Electrical Foreman and crew to ensure proper distribution of tasks and availability of all tools and material required to carry out the tasks assigned.
- Schedules and coordinates work activities with other trades and sub-contractors and communicates schedule impact situations in a timely manner to the Project Manager and/or Construction Manager.
- Meets all progress and project reporting requirements for the Project Manager and/or Construction Manager.
- Coordinates with the Project Manager/Construction Manager on pricing and tracking related to all scope changes and extra work orders.
- Monitors and tracks all project costs to ensure proper project cost coding in all reporting.
- Ensures all correspondence related to the project and directed to the engineers and clients is transmitted through the Project Manager and/or Construction Manager.
- Attends and acts as a representative for Tarpon in project progress and upper-level-management meetings held on the project site.
- Tracks and reports crew's time and maintains progress reporting requirements, including but not limited to: daily logs/reports, safety meetings, megger sheets, calibration reports, loop check sheets, redline drawings, daily sign-in/sign-out sheets, etc.
- Drafts Request for Information (RFI) documents and tracks their progress.
- Tracks and completes as-built drawings to be submitted for project turnover.
- Trains and evaluates employees and adheres to and supports the Tarpon training program and makes recommendations in relation to recruitment, promotions and disciplinary actions.
- Monitors and enforces safety, health, environment and loss prevention programs, practices, policies and procedures by observation and work with the General Foreman and Foreman to take corrective actions.
- Assists the Safety department with any investigations of reported incidents/accidents and report the results to the Project Manager.
- Works as a liaison between the site crews and corporate office administration and management personnel.
- Assesses methods to reduce costs and increase productivity. Works with the General Foreman, Foreman and crew to implement improvements.
- Prepares project execution plans to be implemented by the General Foreman, Foreman and crew.

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- Coordinates and leads team members in meeting the project schedule.
- Strictly prohibited from leaving the jobsite other than to take an injured Tarpon employee for needed medical care. The Superintendent MUST accompany any injured Tarpon employee for medical treatment.
- Adheres to and support Tarpon's Drug and Alcohol Policy and Green Hand Policy.
- Complies with standards and procedures of Tarpon's health and safety manual and Occupational Health and Safety regulations.

### Skills, Abilities and Educational Background

- Journeyman Electrician with state-issued license.
- Minimum four to ten years of experience working as an Electrician in a construction, industrial or commercial environment.
- Previous supervisory experience.
- Must have good knowledge of and ability to interpret the latest revision of the National Electrical Code.
- Ability to read P&ID's, civil, mechanical and electrical blueprints.
- Intermediate MS Office skills (Word, Excel and Outlook) and scheduling software skills.
- Possess high degree of initiative, creativity, communication skills, self-supervision and respect for safety requirements.
- Must be a team player and have the ability to work closely with maintenance, production, engineering and outside services.
- Must have a flexible work schedule – shift work, overtime, weekends and schedule changes are routine and required aspects of the position.
- Must be able to climb ladders.

### Special Conditions of Employment

- Valid US Driver's License as travel within the US is required.
- Must submit to pre-employment, random, for-cause and reasonable suspicion drug testing.
- Possession of a valid passport will be considered as beneficial.

### Compensation

Tarpon offers a very attractive compensation package that includes a competitive salary and a benefit plan that is effective on the first day of the month following 90 days of employment. Tarpon has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Tarpon offers superior customer service.

### To Apply

To apply for this posting, e-mail your **resume and cover letter** (referencing the job code # listed) to [twhitaker@tarponenergy.com](mailto:twhitaker@tarponenergy.com). You can also apply by faxing or mailing your resume and cover letter (referencing the job code # listed) to: Tarpon Energy Services LLC, 9164 Marshall Place, Westminster, CO; Fax: (303) 412-9958.