



Multidisciplinary Research Building

Project Superintendent

Staffing Organizational Matrix

Role: Overall

Scheduling

Responsibilities:

Develop personnel

Owner relations

Area Superintendent

Coordinate work in respective

Role: Site and Structure

Maintain Safety Culture

Responsibilities:

Develop personnel

Foreman's meetings

Participate in 6-step QC

Optimize VDC collaboration

Field Engineer

Role: Site and Structure

QC concrete placements

Assist with foreman's

Assist Project and Area

Manage labor and craft

Assist with IOR inspections

Assist with material deliveries

Role: Overall

Responsibilities:

Responsibilities:

Layout/Surveying

Lift drawings

Assist safety

Supers

Material receiving

Job Planning

Scheduling

process

Community relations

Area Superintendent

Maintain Safety Culture

Role: Exteriors

Job Planning

Schedulina

process

Responsibilities:

Coordinate work in

respective scope

Develop personnel

Material receiving

Role: Exteriors

Lift drawings

Assist safety

questions

Responsibilities:

Layout/Surveying

Foreman's meetings

Participate in 6-step QC

Optimize VDC collaboration

Field Engineer

QC concrete placements

Assist with foreman's

Assist with IOR inspections

Assist with material deliveries

Manage material receiving Manage equipment needs

Establish safety culture

Participate in 6-step QC process

Labor employment and timekeeping

Schedule coordination with subcontractors

Study labor recaps and cost control to monitor costs

Area Superintendent

Role: Vertical Transportation

and BIM

Job Planning

Scheduling

Responsibilities:

Coordinate work in

Develop personnel

Material receiving

Support

Foreman's meetings

Participate in 6-step QC

Optimize VDC collaboration

Role: VT and Structure

QC concrete placements

Assist with foreman's

Assist with IOR inspections

Assist with material deliveries

Responsibilities:

Layout/Surveying

Lift drawings

Assist safety

Field Engineer

respective scope

Maintain Safety Culture

Project Manager Role: Overall Responsibilities: Prejob Planning Purchasing Customer/Owner Relations Manage and monitor costs Manage QC & Commissioning Develop personnel Recruiting Subcontractor Relations **Project Engineer Project Engineer** Role: Cost Role: Cost Management. Management, Doc Owner Pay Apps, Structure Control. Exteriors and and MEP Responsibilities: Finishes Responsibilities: Owner Pav Apps Resolve any subcontractor Maintain doc control Resolve any or field issues subcontractor or field Manage Cost Control Manage Labor Recap issues Manage Cost Manage Change Orders Manage Change Orders Assist PS with CPM Production and Margin Run OAC Meetings Analysis Main Safety Presence Main Safety Presence onsite Mentor and train Office Mentor and train Office **Engineers** Engineers Participate in 6-step QC Participate in 6-step QC process process Office Engineer Office Engineer Role: Exteriors, Site Utilities Role: Structure, MEP, BIM Coordination Responsibilities: Responsibilities: Support the field Support the field Review and process submittals Review and process submittals Create and track RFI's Create and track RFI's Subcontractor bonds, insurance, pay Subcontractor bonds, insurance, pay apps, change orders apps, change orders Maintain safety presence onsite Maintain safety presence onsite Participate in 6-step QC process Participate in 6-step QC process

Role: Interiors, VT, Equipment Responsibilities: Support the field Review and process submittals Create and track RFI's Subcontractor bonds, insurance, pay apps, change orders

Office Engineer

apps, change orders Maintain safety presence onsite Participate in 6-step QC process

Inter Role: Overall Responsibilities:

Assist OE's with responsibilities Assist FE's with responsibilities Participate in Intern Olympics and various HP events throughout the summer

Intern

Assist OE's with responsibilities

Assist FE's with responsibilities

Participate in Intern Olympics and

various HP events throughout the

Assist Project and Area
Supers
Manage labor and craft

Assist Project and Area
Supers
Manage labor and craft

Manage labor and craft

Area Superintendent
Role: Interiors
Responsibilities:
Maintain Safety Culture
Job Planning
Scheduling
Coordinate work in
respective scope
Develop personnel
Foreman's meetings
Material receiving
Participate in 6-step QC
process
Optimize VDC collaboration

Field Engineer
Role: Interiors
Responsibilities:
Layout/Surveying
Lift drawings
QC concrete placements
Assist with IOR inspections
Assist safety
Assist with material deliveries
Assist with foreman's
questions
Assist Project and Area
Supers
Manage labor and craft

Design Manager Role: Overall

Responsibilities:
Incorporate engineered safety controls as necessary
Manage costs and risks through evolution of design LEED
Maintain design schedule as it supports project schedule
Facilitate relationship between client, HP, and architects

QC Engineer Role: Overall Responsibilities: Interface with owner's QC Manage inspection request process Knowledgeable on specs and code standards Inspect quality of work daily Daily reports Participate in 6-step QC process Work to Complete/Punch lists Inspect materials Audit sub QC plans

Safety Engineer
Role: Overall
Responsibilities:
Maintain Accident Prevention
Plan
Participate in 6-step QC
process
Safety Orientation
Develop and review AHA's
Conduct safety audits
Assist with OSHA inspections
Assist with accident reporting
Monitor subcontractor safety
Maintain safety records

Office Manager

Role: Overall
Responsibilities:
Contract administration
Hiring procedures
Craft payments
Enter certified payroll
Monitor subcontractor certified
payroll
Process invoices