

PO Box 2535
Billings, MT 59103
Office • 406.245.3128
Fax • 406.245.8834



PO Box 2986
Watford City, ND 58854
Office • 701.570.6409
Fax • 406.245.8834

PAVING . GRADING . PAVEMENT MAINTENANCE . ASPHALT . CHIP SEAL . SEAL COAT . CRACK SEAL . SLURRY SEAL TYPE I - II - III

JOB TITLE: Paving Superintendent

LOCATION: Billings, MT

STATUS: Hourly/non-exempt

Job Description:

This position requires the direct supervision of crews from scheduling thru production and completion of asphalt paving and chip seal of roads, streets and parking lots.

Essential Duties and Responsibilities:

- Ensures the safety of crew members and the public who may interact on jobsites.
- Ability to schedule asphalt crew efficiently
- Monitor projects to keep within budget and on time.
- Train new crew members.
- Calculates the number of trucks required to haul asphalt from the asphalt plant according to vehicle capacity, traffic conditions, distance from work site and productivity of drivers.
- Tours job sites to ascertain progress in meeting time schedules, to detect insufficient utilization of workers and equipment, ensure slope/grade, material thickness and compaction to verify compliance with contracts and to supervise the job.
- Supervises and coordinates crew activities, studies production schedules, and estimates work requirements for completion of job assignment.
- Maintains time and material records necessary to complete daily job costing, prepares progress reports of material used and adjusts work schedule accordingly.
- Recommends measures to improve production methods, equipment performance, product quality and crew performance.

Qualification/Requirement

- **Strong leadership skills**
- 3-5 Years' experience in asphalt paving or asphalt maintenance a plus
- Ensure a safe work environment in compliance with all safety policies and procedures.
- Solid knowledge of plans and specifications
- Must have strong work ethic.

NOTE

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Hardrives Construction reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

Hardrives Construction is an Affirmative Action/Equal Opportunity Employer of Minorities, Females, Protected Veterans and Individuals with Disabilities and a Drug-Free Workplace

Licensed • Bonded • Insured

WWW.HARDRIVES-ASPHALT.COM

hardrives@hardrives-asphalt.com

CERTIFIED DBE CONTRACTOR



OUR REPUTATION HAS BEEN BUILT ONE SATISFIED CLIENT AT A TIME