



PAVING SUPERINTENDENT

**Department:** Construction  
**Classification:** Year Round Salary  
**Revised:** January 2019

**Reports to:** Operations Manager  
**Location:** All States Asphalt, Inc., ME

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**Position Summary:**

The primary function of this position is to safely manage and oversee daily paving operations.

**Essential Functions:**

- Adheres to all safety rules and works safely on all jobs.
- Scheduling trucking, flaggers and hot mix plants.
- Job cost tracking and cost control measures.
- Managing employees, subcontractors and equipment on the project.
- Must be a team player
- Strong written and oral communication skills
- Strong knowledge of calculating yield, slope and grade, milling quantities and trucking.
- Flexibility with regard to schedule, working early and/or extended hours, weekends and holidays when required.
- Laying out projects in front of paving crews
- Tracking daily quantities

**Work Conditions**

Incumbent must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), long hours standing, walking, and laboring outdoors in varying weather conditions – frequently in extreme heat.

**Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands, reach with hands and arms, handle, feel, see, talk, and listen. The employee must be able to push levers forward and backwards. The employee is occasionally required to stand, walk, climb stairs, stoop, bend, twist, kneel and crouch. Employee may sit for an hour or more at a time.

**Other Accountabilities/Responsibilities:**

Performs related and unrelated duties as may be required.

**Position Requirements:**

High school diploma or equivalent plus 5-10 years experience in hot mix asphalt paving industry preferred. Strong leadership, communication, and problem solving skills. Must have a working knowledge of computers and the Microsoft office suite. Knowledge of DOT regulations, Must be able to comprehend MSDS sheets and make good judgments. Strong knowledge of calculating yield, slope and grade, paving speed, tons per hour, trucking needs as well as knowledge of "best paving practices". Excellent organizational, analytical, interpersonal, and communication skills. Will be required to travel and pass a physical and drug screen.

**Supervisory Scope:**

Responsible for overseeing all working personnel on the job site, this will include employees and subcontractors.

**Independent Action:**

Performs work independently within scope of established guidelines and practices.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. A valid driver's license is required and a CDL license is preferred. Must be able to pass a physical and drug screen. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.