

**JOB OPPORTUNITY**

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| **JOB INFORMATION** |
| **POSITION TITLE:** Superintendent **DATE**: Nov. 16th, 2021  **COMPANY:** Grace Pacific, LLC.  **LOCATION:** Oahu, Trucking **POSTING:** 2021 - 093  **REPORTS TO:** V.P. Materials  Address: 949 Kamokila Blvd., Kapolei, HI 96707 |
| **PRINCIPAL DUTIES** |
| 1. Reviews, schedules, plans, dispatches, and coordinates trucks’ schedules for following day with the Foreperson; coordinates activity with plant and field operations. Monitors activities of all GPC truck drivers serving plants, paving, and quarry to ensure timely delivery of products for current and future needs, truck routes and responds to drivers needing assistance (breakdowns, accidents). Ensures job site truck safety. 2. Manage low-boys to mobilize equipment. 3. Reviews and ensures availability of equipment and drivers. Assigns and advises drivers, customers, and operations. Contacts and schedules all outside rental truckers needed to meet required schedules. 4. Maintains communications with each driver traveling to and from job sites; revises schedules as needed. 5. Holds weekly safety meetings with the drivers. 6. Serves as first responder for accidents/incidents involving truck drivers. Responds calmly; documents and keeps record of all information provided concerning the incident, contact others (emergency services, supervisors, safety personnel) as appropriate. Ensures that appropriate accident reports are completed and forwarded to Safety personnel. 7. Monitors truck drivers’ daily maintenance and safety reports and ensures compliance with State and Federal DOT requirements. Ensures that all requirements for updating/maintaining current and appropriate CDL licenses/endorsements are met in a timely manner. Advises drivers of action required (physicals, tests, etc.); follows up to ensure timely action is taken. Reviews and approves drivers’ daily timesheets. 8. Responsible for shipping and delivery of equipment statewide; 9. Performs other duties as assigned. 10. Promotes awareness of and follows Company and general safety policies. 11. Exhibits a core understanding of mutual respect and good customer service orientation in interactions with all people in the workplace. |
| **PRINCIPAL REQUIREMENTS** |
| 1. College degree or equivalent applicable experience. 2. 3 years’ experience in trucking operations, scheduling and supervisory experience. 3. Working knowledge of Word, Excel, Email; Adaptable to learn in-house systems; |

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| keyboarding skills sufficient to complete daily tasks in a timely manner   1. 10 key, various office machines, general knowledge of office operations. 2. Uses basic math functions to perform daily tasks. 3. Able to read and understand job, legal and technical material. 4. Excellent interpersonal skills to ensure effective internal and external communications. 5. Well organized, able to work independently. 6. Valid Hawaii driver’s license and favorable traffic abstract. |

Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.