

**For More Information**

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**United Brotherhood  
of Carpenters and  
Joiners of America**

# Superintendent Career Training



**Project Supervision for  
General and Specialty  
Contractors**

## **Plan for the Future**

United Brotherhood of Carpenters  
and Joiners of America



# What is the Superintendent Career Training Program?

The concept of the Superintendent Career Training (SCT) program is to closely integrate both the technical aspects of construction job site management and the personal/career development needs of the individual trainee. The Carpenters International Training Fund program utilizes a unique combination of classroom instruction, company-sponsored mentoring and on-the-job training to deliver skill training customized to the individual needs of the sponsoring contractor and the Superintendent/General Foreman trainee.

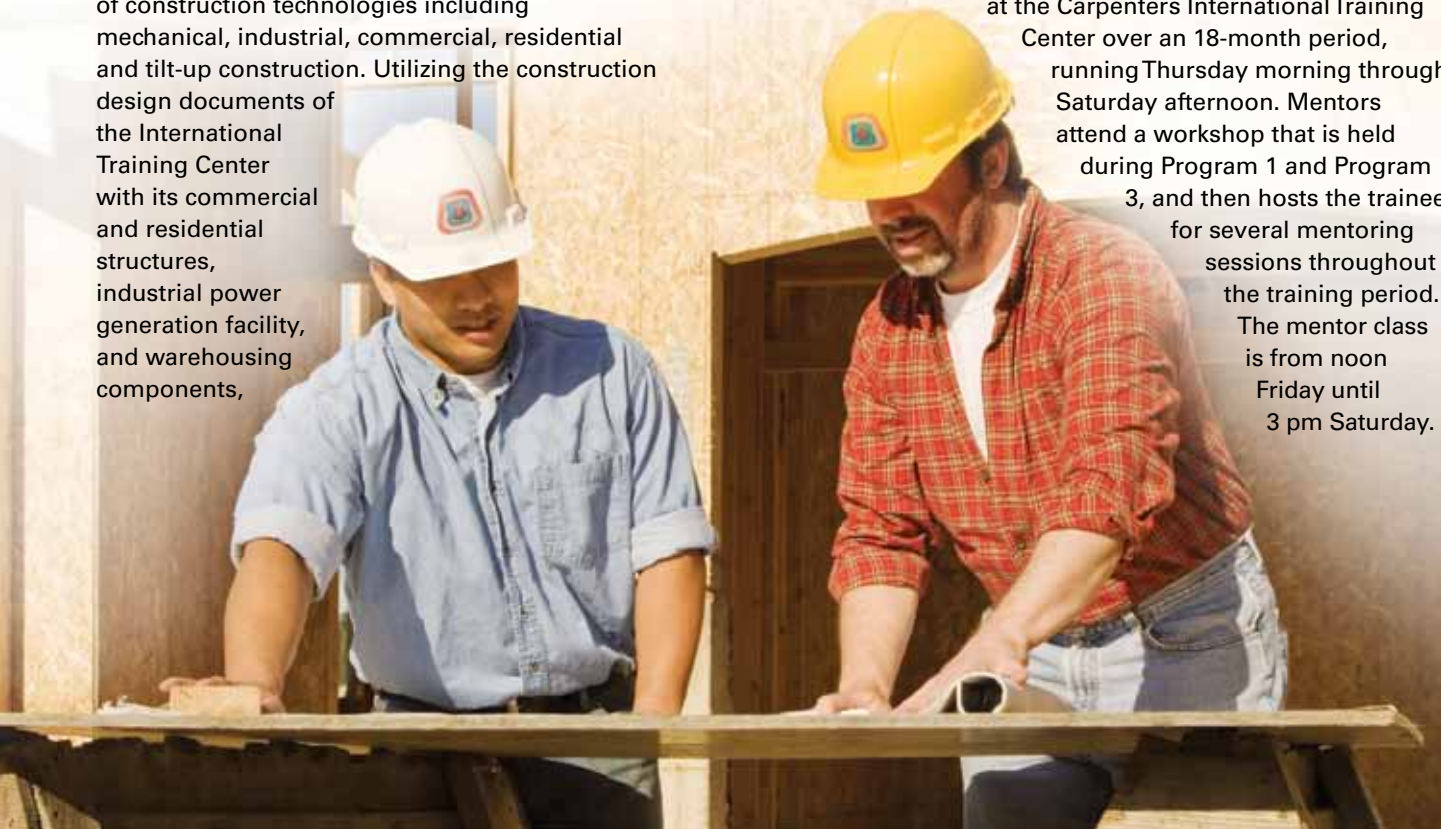
Technical and managerial issues based on plans and case studies encompass a broad cross section of construction technologies including mechanical, industrial, commercial, residential and tilt-up construction. Utilizing the construction design documents of the International Training Center with its commercial and residential structures, industrial power generation facility, and warehousing components,

a foundation is laid for a comprehensive understanding of the construction supervisor's roles and responsibilities. These plans include hands-on individual and group exercises, which reinforce discussions and instruction.

Delivered in four individual programs at the UBC's International Training Center, the structured, concentrated learning components are integrated with mentor sessions and on-the-job learning throughout the 18-month program.

## Getting Started

To participate, a sponsoring signatory contractor selects an employee to enter the program. This person must be a Journeyman member in good standing with the UBC. **Starting November 1, 2015, the trainee must have an OSHA 30 or a Canadian equivalent 30 hour safety class in TRAIN, the UBC website that tracks training. The OSHA 30 or a Canadian equivalent 30 hour safety class must be in TRAIN before signing up for class.** The signatory contractor also selects a mentor from the company, someone who can assist the trainee in learning the new position. Trainees attend four programs at the Carpenters International Training Center over an 18-month period, running Thursday morning through Saturday afternoon. Mentors attend a workshop that is held during Program 1 and Program 3, and then hosts the trainee for several mentoring sessions throughout the training period. The mentor class is from noon Friday until 3 pm Saturday.



## **Program 1:**

### **Introduction and Orientation**

The program begins with an orientation to the Superintendent Career Training Program, its learning objectives and its benefits to the Superintendent, General Foreman and the company sponsor. The company mentor participates in a 1.5 day orientation/training session focusing on the mentor's critical role



in achieving the objectives of the program.

A comprehensive review of the roles, responsibilities,

and attributes of the Superintendent and General Foreman on the job site and within the construction firm is the central learning objective of the initial session. The combined roles and objectives of the Supervisor and the Project Manager as the foundation for a successful project will be covered.

The initial personal development session is "listening and learning;" the objective is to prepare the trainee to consciously observe, and inquire about the work, planning, leadership and supervision through the 18 months of the SCT program (and beyond). Selected demonstrations, exercises, readings and discussions involving trainees and mentors are utilized to provide a clear understanding of the integrated objectives of the training components.

## **Program 2:**

### **Building Knowledge and Planning**

The trainee's learning and experiences on the job, including the formal OJT experiences and mentoring sessions from the initial training program, will be discussed and reviewed, incorporating the specific interests and concerns of the trainee and contractor.



A principal objective of the second program is to sustain and expand the supervisor's field observation and understanding.

The specific focus of the technical work planning and schedule integration exercises will be all sub-trades, including Mechanical, Electrical, and Plumbing. Competencies regarding production, productivity, subcontracting and self-performed work are primary learning objectives.

Time and cost management, project planning and scheduling, and project documentation provide a foundation and reference for Program 2 exercises. Hands-on computer applications in construction supervision and management will be taught.

## **Program 3:**

### **Planning, Building Knowledge and Problem Solving**



The third session focuses on "communication on the job site" including motivation, leadership and meetings.

Emphasis will be placed on job meetings and relationships, communications with Owners and Representatives, Architects, Engineers, Agencies and Inspectors, as well as Estimators, Schedulers and Company Executives. Leadership, motivation, and negotiation will be the career skills focus.

## Program 4:

### Management and Project Execution



The technical elements of the training session will focus on the “project cycle,” specifically, contract documents and documentation, project start-up, changes and change management, and project close-out. The ITC residential facility will provide the platform

for the planning and communication exercises of this phase, focusing on multi-story work planning and cycling, materials management and handling, and site utilization.

### OJT:

#### Structured, Customized, On-The-Job Experiences

The company sponsor will supervise a minimum of 30 SCT identified on-the-job-training exercises, selected by the mentor and the trainee from the SCT menu (50 choices with the option of each sponsor adding their own choices). Each exercise is also integrated in one or more of the SCT programs and the mentoring sessions. The mentor coordinates and schedules the OJT learning assignments.

### Mentoring Sessions:

#### One-On-One Learning Opportunities



SCT has structured 15 integrated mentor-trainee sessions, selected from a menu of 24 opportunities, to provide the opportunity

to focus on company policies and culture in regard to the roles and responsibilities of the superintendent. Each session is supported by an SCT-developed exercise.

The Carpenters International Training Fund (CITF) pays for airfare, rooms, meals, registration fees and associated classroom costs during the trainee's and mentor's participation in the SCT program, if the CITF travel agent is used for bookings.



**A program of the Carpenters  
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