



**National Craft Assessment and Certification Program
S P E C I F I C A T I O N S**

CONSTRUCTION SUPERINTENDENT

AEN47CSUPT01

October 2018

Focus Statement

The project superintendent is critical link between the management of a construction contractor and the operating workforce on the project.

Overview

- Two-hour closed-book examination
- May use a basic function, non-printing calculator
- No extra papers, books, notes or study materials are allowed
- The minimum passing score is 75
- This certification requires an application and experience validation process. Please see the NCCER website for more information.

NCCER Curriculum

All NCCER knowledge assessments are referenced to NCCER's curriculum modules as listed on this specification sheet. You may order modules from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

Assessment Development

All questions are developed and approved by subject matter experts under the direction of NCCER.

Credentials

Upon successful completion of the knowledge assessment, NCCER will send applicable credentials to the assessment center.

Score Report and Training Prescription

Each candidate will have access to their assessment results including their overall score and recommended training.

NCCER Registry

Knowledge assessment results are recorded in NCCER's Registry and become a part of the portable record of an individual's NCCER credentials.

Knowledge Assessment Contents:

Content Domain	Number of Questions
Leadership and Management (47101) (47103) (44101) (92102) (CPA Ch. 2)	14
Safety (47104) (44102) (92104) (CPA Ch. 9)	11
Human Relations (47103) (44103) (92101) (92104) (92107) (92108)	15
Construction Documents (47106) (44105) (CPA Ch. 4) (CPA Ch. 7) (CPA Ch. 17)	16
Construction Planning (47108) (44101) (44106) (CPA Ch. 21)	16
Resource Control (47105) (47107) (44107) (44108) (44109) (44110) (CPA Ch. 5)	18
Total Number of Questions	90

Assessment References:

- Project Supervision Participant Guide** 1st Edition, NCCER, updated 2003.
(Order from Pearson using ISBN 978-0-13-103595-9) Revision coming in 2019.
- Project Management Participant Guide** 2nd Edition, NCCER, revised 2008.
(Order from Pearson using ISBN 978-0-13-604486-4) Revision coming in 2019.
- Construction Workforce Development Professional Trainee Guide**, 1st Edition, NCCER, released 2016
(Order at <https://shop.nccer.org/shop/cwfdp/> ISBN 978-0-9975705-0-2)
- Construction Project Administration**, 10th Edition, Fisk and Reynolds, revised 2014.
(Order from Pearson using ISBN 978-0-13-286673-6)

Selected NCCER and Pearson curriculum available through VitalSource at www.vitalsource.com.

NCCER

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Learning Objectives related to Assessment:

The following objectives are tested on the Construction Superintendent assessment. For each content domain, the candidate is advised to study the training objectives from the resources listed in the left column of the table. The references may be identified by the module numbers or the abbreviated title and chapter.

- **Project Supervision:** modules beginning with “MT” (1st Edition) or “47” (2nd Edition, available in 2019)
- **Project Management:** modules beginning with “44” (revision available in 2019)
- **Construction Workforce Development Professional:** modules beginning with “92”
- **Construction Project Administration:** abbreviated in the table as “CPA” with specific chapters

Leadership and Management		
Reference Material:	Tested Objectives:	
MT201 or 47101, MT202 or 47103, and 92102	Describe the role of a Construction Superintendent.	
	Describe the three styles of leadership.	
	Explain the importance of ethical conduct in a project leader.	
	Describe the difference between authority, responsibility, and accountability.	
MT201 or 47101, MT202 or 47103, 44101, 92103, and CPA Ch. 2	Explain construction business functions.	
	Define what a project is.	
	Identify the lines of authority on construction projects.	
	Describe a successful construction project from initial development through completion.	
Safety	Compare and contrast routine (programmed) and non-routine (non-programmed) decisions.	
	Reference Material:	
	Tested Objectives:	
	MT203 or 47104, 92104, and CPA Ch. 9	Explain the safety responsibilities of superintendents.
Describe the purpose, application, and requirements of safety training in the construction industry.		
Explain general responsibility for construction safety and the Competent Person.		
MT203 or 47104, and 44102	Explain how to confront and correct an employee who was observed performing an unsafe act.	
	Explain the importance of an effective safety program.	
	Explain how to plan and implement a safety program.	
	Identify the elements of a safety program.	
MT203 or 47104, 44102, and CPA Ch. 9	Explain how to conduct a safety inspection and employee observation.	
	Explain how to properly perform and document an accident investigation.	
	Identify potential areas for loss.	
	Identify the direct and indirect costs of incidents.	
MT203 or 47104, 44102, and CPA Ch. 9	Describe OSHA’s inspection and penalty requirements.	
	Describe emergency reporting and response requirements.	
	Describe the effect of including contractor’s safety obligations in project documentation.	

Human Relations	
Reference Material:	Tested Objectives:
MT201 and MT202 or 47103, and MT203 or 47104	Describe a superintendent's involvement with various people on a job site.
	Explain the importance of safety and training in construction.
	Explain the essential elements of a job orientation checklist.
	Identify the root causes of performance problems and how to handle conflict.
	Explain how a superintendent manages positive employee relations, especially with respect to diversity, generational concerns, and various forms of harassment.
92104	Describe craft (including multi-skill/multicraft) training in the construction industry.
	Define the impact of the skilled workforce shortage and skills gaps on the construction industry.
	Describe the spectrum of leadership and management training in the construction industry.
	Define the role of a contractor, subcontractor, and supplier in construction workforce training.
MT201 and MT202 or 47103, 44103, and 92107	Explain a superintendent's role in developing the workforce.
	Describe the makeup of a typical project workforce.
	Describe how to use training needs analysis to identify project-related training requirements.
	Identify the legal policies that affect an organization.
92108	Understand the superintendent's role in managing costs related to Human Relations
	Explain the purpose and requirements for workers compensation insurance.
	Explain the purpose and requirements for liability and property insurance.
MT201 and MT202 or 47103	Explain a superintendent's role in customer relations.
Construction Documents	
Reference Material:	Tested Objectives:
44105, CPA Ch. 7, CPA Ch. 17	Understand the various methods used to obtain work in the construction industry.
	Describe the roles of the contractor and subcontractors in obtaining work.
	Identify types of contracts for construction projects and how to effectively bid on those contracts.
MT205 and MT206 or 47106, 44105, CPA Ch. 4, CPA Ch. 7	Identify various types of construction documents and project manuals used during a project.
	Identify the types of construction documents used in the construction industry.
	Identify the parts of a typical project manual.
	Describe the role of drawings and specifications.
	Describe the relationship of shop drawings and samples to the contractual obligations.
	Explain production of construction reports and the importance of the construction diary.
	Explain the purpose of as-built drawings.
	Describe the documentation needed to close out a project.
	Explain a punch list.
MT205 and MT206 or 47106, 44105, CPA Ch. 4, CPA Ch. 7, CPA Ch. 17	Describe how a superintendent ensures contract requirements are met.
	Understand the requirements for requesting and receiving progress payments.
	Explain how the contractor's payment requests are evaluated.
	Describe the project closeout process.
	Understand the purpose of retainage and when the contractor receives retained payments.
	Describe the insurance requirements for a company and a project.
	Understand how project documentation serves as evidence in claims.
	Explain proper documentation of dangerous safety hazard warnings.
Identify who has responsibility and authority to stop the work.	
MT205 or 47106, 44105, and CPA Ch. 17	Explain how to track changes on documents used in the construction industry.
	Describe the change order process.
	Explain how to receive payment for extra work and change orders.

Construction Planning	
Reference Material:	Tested Objectives:
MT207 and MT208 or 47108, 44101, 44106	Explain the project planning process.
	Describe the project planning process.
	Identify the phases of a project.
	Identify basic project scheduling terms and inputs.
44101	Identify the common project delivery systems.
MT207 or 47108, 44101, 44106	Describe construction project flow.
	Explain short-term scheduling.
	Explain critical path method (CPM) schedules.
	Identify and interpret a CPM schedule.
CPA Ch. 21	Identify the critical milestones for delivery of a project.
	Explain the process and stages for acceptance of the work.
	Describe the preparations for closeout and the process from completion to beneficial use.
Resource Control	
Reference Material:	Tested Objectives:
MT208 or 47107, 44109	Describe methods used to manage and evaluate productivity.
	Explain how to manage the main resources of a project.
	Identify methods used to control materials on a project.
	Identify methods used to control labor productivity.
44108 and CPA Ch. 5	Explain how to manage and enforce a schedule.
	Define lean construction.
	Identify project management applications and building information modeling (BIM) for project administration
MT206 or 47107	Explain estimating.
	Describe the estimating process including creation, review, and validation.
MT208 or 47107 and 44107	Define the types of costs associated with a project.
	Explain cost analysis and the relationship between estimated, actual, and projected cost.
	Describe how to perform a cost analysis and its related reporting mechanisms.
MT204 or 47105 and 44110	Describe the superintendent's responsibility for quality control.
	Identify the value delivered to the owner and methods for ensuring means and methods of installation are done properly.
	Describe the essential components of an effective quality control and assurance program.
	Explain the costs and causes of rework and how to monitor rework.