

JOB DESCRIPTION TEMPLATE

Job Title: Construction Supervisor

Job Summary

Responsible for the management and supervision of the Construction Department.

Participate in pre-construction project planning to ensure project is feasible and best construction methods are considered during planning phases. Prepare reports and justification for acquisition of large capital expenditure tools and equipment, restrict mid-project re-scheduling and re-assignments in order to comply with approved timelines and budget restraints. Ensure the proper use and assignment of the Construction Department resources and personnel. Oversee construction workers and supervisors, and direct acquisition of land for construction projects.

Report the use of Construction Department resources and personnel as needed or requested by the Board of Directors and immediate supervising manager. Review contracts and submit, as needed, for legal review according to written policy procedures and practices.

Participate in the interview, hiring, and evaluation process of new employees. Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with architects, consultants, clients, administrative staff, suppliers and subcontractors, and workers.

Job Duties

- a. Prepare company financial statements.
- b. Run financial reports and analyze for accuracy.
- c. Analyze financial data for trends.
- d. Make financial recommendations to executive management.
- e. Gather and submit needed legal documents associated with vendor contracts.
- f. Dispatch workers to construction sites
- g. Exercise corrective authority in disciplinary actions according to written policy.
- h. Tracking / reporting time resource use of personnel.
- i. Participate in the hiring and interviewing of prospective personnel.
- j. Assign projects to appropriate personnel in a timely manner.
- k. Ensure proper use and storage of employee assigned tools through documented process.

Wage Classification

Salaried

Financial Justification for the Position

This position will allow for the expansion of construction services and allow the company to commit to more contracts. Additionally, the supervisor role will help reduce project cycle-times and increase the quality of the construction team's work.

Work Hours

First Shift – 7am to 4pm

Reporting

This position will report to the Construction Manager

Desired Character Strengths

Virtue, Truthfulness, Cautiousness, Dependability, Determination, Diligence, Endurance, Orderliness, Punctuality, Responsibility, and Thoroughness

Education/Training

- a. High School Diploma or equivalent certification.
- b. Work experience in building construction, remodeling, or construction project coordination experience
- c. College or vocational course work in the area of construction project coordination, building construction or closely related field:
 - i. 30 semester hours equals 1 year (12 months)
 - ii. Associate Degree (60 semester hours) equals 2 years (24 months)
 - iii. 90-semester hours equals 3 years (36 months)
 - iv. Bachelor's Degree or higher (120 semester hours) equals 4 years (48 months)

job description TEMPLATE

Competencies

- a. General management skills
- b. Excellent interpersonal skills
- c. Ability to schedule and multitask
- d. Good problem-solving skills
- e. Knowledge of electrical, mechanical and structural systems
- f. Ability to read blueprints and specifications for building
- g. Knowledge of building materials, tools, and machines
- h. Knowledge of all phases of building construction

Experience

Four years (48 months) of supervisory experience in building construction trade

Physical Requirements

Constant walking, pushing, and pulling. Lifting up to 50 pounds is required.