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## **Construction Project Supervisor**

### **Education:**

High School Diploma or equivalent

Post-secondary education (continuing education) classes, certificate or diploma preferred

Knowledge of building practices and specifications

### **Skills:**

Organizational skills to ensure the project is completed with the highest possible quality, on schedule, within budget and per specification.

Ability to develop employees who can grow within the company, while ensuring they achieve their career goals.

Ability to direct employees, subcontractors, material suppliers, and inspectors on a project.

Ability to present a positive impression of the Company to individuals outside of the company (i.e., customers, inspectors, vendors, etc.)

Ability to solve, anticipate and prevent problems

Ability to listen to understand

Ability to communicate well with all levels of individuals

### **Responsibilities:**

Establish and enforce safety measures to build homes within budget and on schedule

Motivate subcontractors and suppliers to achieve the level of quality and performance required to meet company objectives

Develop a good working relationship with all suppliers and subcontractors

When dealing with customers, display an awareness of construction detail to ensure delivery of homes that meet customer expectations

Maintain a clean and organized site

Schedule all phases and supplies through purchase order clerk

Inspect all phases of construction for quality, per plans and specifications

Complete home orientation lists

Ensure project complies with local government regulations (building code, safety, etc.)

Schedule municipal inspections

Recommend cost and scheduling improvements

Approve invoices from suppliers and subcontractors

Communicate with office personnel on closings and home orientations

Communicate with Human Resources on employee issues

Verify employee time cards for appropriate coding and time, and approve, prior to submitting to Payroll for processing

Communicate with management on ways to cut building costs

Stay abreast of the latest trends of the construction industry through study of literature, talking with material suppliers, involvement in construction-related associations, etc.

Stay up-to-date on basic concepts and methods used by subcontractors including plumbing, electrical and HVAC.

Read and interpret plans and specifications

Maintain a high degree of integrity and loyalty towards the company

Delegate responsibilities to subordinates and ensure their performance

Lead by example

Other duties as assigned

Pay: \$60,000.00 - \$70,000.00 per year