JOB DESCRIPTION

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| **TITLE:** | Constructions Solutions Site Supervisor | **DATE:** | 2/2019 |
| **REPORTS TO:** | Director Construction Solutions | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Construction Solutions | **MGT/SPVR:** | Yes |

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**SUMMARY**

The Construction Solutions Site Supervisor is responsible for overseeing Construction Solutions projects and acts as the link between various project parties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

* Obtains the necessary personnel (subs) to perform all Construction Solutions work.
* Manages all Construction Solutions products in the warehouse.
* Is responsible for responding to Construction Solutions bids.
* Attends construction meetings.
* Reviews and becomes familiar with the schedule and budget and ensures adherence to these.
* Ensures quality standards are met.
* Responsible for equipment and materials on site.
* Follows the project timeline to ensure deadlines are met.
* Monitors and ensures on-site safety compliance, cleanliness and orderliness.
* Maintains records for site personnel.
* Liaises with inspection authorities regarding approvals.
* Completes projects on time, on scope and within budget.
* Other duties as required.

**SUPERVISORY RESPONSIBILITIES**

Supervise assigned Construction Solutions staff. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.

**EDUCATION and/or EXPERIENCE**

Requires a high school diploma or GED plus Bachelor’s degree and at least 5 years of related experience;or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Operations database experience required. Previous working experience with Microsoft Office Suite required. Ability to interpret and build according to drawings, specifications and other documents required. Excellent communication and interpersonal skills and outstanding organizational skills required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Construction Solutions products certifications preferred. The employee must provide own transportation, proof of valid state driver’s license, and proof of insurance of an operable vehicle.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information, verbally and in English, in one-on-one and small group situations to customers, clients, vendors, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds with assistance or equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.