

## **SENIOR CONSTRUCTION SUPERVISOR**

**DEFINITION:** Under general supervision, performs journey level work of considerable difficulty in planning, organizing, and overseeing construction, maintenance and repair activities for a program; serves as project/unit leader; and performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Supervises, monitors and oversees construction, maintenance and repair activities; plans, schedules and determines work priorities; supervises, directs and evaluates assigned personnel; addresses employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals; conducts training activities for less experienced construction supervisors on advanced skills required to complete project requirements; conducts interviews and makes hiring recommendations; coordinates daily work activities; organizes, prioritizes and assigns work to team leaders; assists with complex/problem situations and provides technical expertise.

Interprets rules, regulations, policies, procedures and directives to assigned personnel; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure the safety of employees and other individuals; initiates any actions necessary to correct deviations; implements and maintains preventative maintenance program; inspects projects for completeness, quality of work and compliance with applicable codes and standards; oversees maintenance of records; maintains inventory of materials and supplies; monitors inventory levels and ensures availability of adequate materials, supplies and equipment to conduct projects and work activities.

Obtains competitive bids and price quotes and initiates requests for new/replacement materials; performs administrative tasks; provides budgetary input and assists in monitoring expenditures; reviews invoices for accuracy, researches discrepancies and approves for payment; reviews logs/forms completed by staff members; develops work schedules to ensure adequate coverage; researches information as requested; makes recommendations concerning department projects or needs.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable federal, state and local standards and regulations related to construction.

Knowledge of practices, procedures and methods of construction, maintenance and repair.

Knowledge of tools, equipment and materials used in construction, maintenance and repair activities.

Knowledge of project management and scheduling techniques.

Knowledge of occupational hazards and safety procedures.

Knowledge of principles and practices of employee supervision, training and evaluation.

Skill in preparing scope of work and construction plans and specifications.

Skill in scheduling and directing construction and maintenance tasks.

Skill in implementing and monitoring budgets

Skill in inspecting and evaluating construction, maintenance and repair activities.

Skill in supervising, training, evaluating employees and scheduling work assignments and activities.

Skill in establishing and maintaining effective working relationships and communicating effectively.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires standing, stooping, climbing, walking, carrying and performing other similar actions during the course of the workday. May be lifting and moving items of 100 lbs.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and five (5) years of supervisory experience in the construction and maintenance of building and facilities, equipment operation and specialized work in areas of assignment.

**PREFERRED QUALIFICATIONS:**

- Experience in construction or project management.
- Proficient in Microsoft Office software or other computer applications.

**SPECIAL REQUIREMENTS:**

- Possess a Commercial Driver's License (CDL) Class A with HazMat Endorsement.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit – Type CDL within 90 days of date of hire and Water/Wastewater Operator Certification within one (1) year of date of hire. Additional certifications may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.