

CONSTRUCTION SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty in planning, organizing and overseeing construction, maintenance and repair activities for a program; 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:

Monitors and oversees construction, maintenance and repair activities; plans, schedules and determines work priorities; plans project requirements and requisitions required materials, parts, tools and equipment; prepares construction schedules, floor plans, materials estimates and scope of work; schedules delivery dates for material shipments to project sites; interprets rules, regulations, policies, procedures and directives to assigned personnel.

Plans, implements and maintains preventative maintenance program; identifies problem areas and recommends alternative and modifications; implements and enforces safety practices and procedures; performs quality control reviews, monitors productivity and inspects projects for completeness, quality of work and compliance with applicable codes and standards; oversees maintenance of records.

Assists with the planning, implementing and conducting in-service and related training; provides technical assistance, guidance and direction to staff; supervises, trains, schedules and evaluates staff; participates in work assignments as needed; addresses and resolves services complaints and issues; participates in budget preparation and monitors expenditures; prepares required reports; inspects projects, facilities, equipment; attends chapter and community meetings to provide technical assistance and information.

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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the workday. May lift and move items weighing up to 100 lbs.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and two (2) years of supervisory or lead experience in the construction, maintenance and repair of building and facilities; or an equivalent combination of education and experience.

CONSTRUCTION SUPERVISOR

Special Requirement:

- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- Two (2) years of progressively responsible experience in construction project management, construction and management of water facilities, water drilling.
- Two (2) years of experience operating heavy equipment.
- Commercial Driver License (CDL).

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