

# **JOB DESCRIPTION**

**PROGRAM:** Housing & Building Initiatives

**JOB TITLE:** Construction Supervisor I

**CLASSIFICATION:** Program Specialist III-B

**PAY GRADE:** 10

## **JOB SUMMARY**

Performs tasks and assignments across a broad range of new and rehabilitation-related construction projects, either independently, with an assigned work crew and/or in conjunction with other Construction Supervisors allocated to the project. Construction activities include those designed to increase energy efficiency, health, safety, accessibility and affordability; examples of these activities include, but are not limited, to major renovations such as bathroom, kitchen, accessibility improvements, structural repairs and other major building component projects. Responsible for the construction phase of housing rehabilitation projects including on-site supervision of the assigned work crew, quality assurance, meeting production schedules and codes compliance for assigned construction activities. The position completes detailed paperwork and communicates with customers having diverse social and economic backgrounds.

## **SUPERVISORY RELATIONSHIPS**

**SUPERVISES:** All construction staff assigned to a specific project

**REPORTS TO:** Project Manager

## **QUALIFICATIONS**

- High school diploma or General Education Diploma (GED);
- Minimum of two years of experience as a Construction Laborer II or equivalent field experience in existing residential housing rehabilitation or other related disciplines sufficient to demonstrate a thorough understanding of construction theory and techniques such as advanced carpentry, estimating, customer service, or any combination of education and experience, sufficient to demonstrate possession of the required knowledge, skills and abilities; and,
- Demonstrated ability to supervise work crews in the field.

## **GENERAL REQUIREMENTS**

- Upon conditional offer of employment, the individual shall submit to a pre-employment process to be medically approved to wear a respirator, per the Program's Respirator Protection Plan;
- As part of on-going employment, complies with an annual process to be medically approved to wear a respirator, per the Program's Respirator Protection Plan;
- Possess and maintain a valid driver's license, with the daily availability of a vehicle carrying adequate insurance;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and Motor Vehicle Record check current within 90 days of employment; and,
- Possess a clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, be capable of climbing extension ladders, working at heights, lifting a maximum of sixty pounds unassisted and one hundred pounds assisted, working in restricted areas such as crawlspaces and attics for long periods of time, and wearing safety equipment as required by OSHA.

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#### **SPECIAL REQUIREMENTS**

- Must obtain a passing grade in all courses required of a Weatherization Supervisor by the Pennsylvania Department of Community and Economic Development within 18 months of hire;
- Must successfully pass EPA-HUD's "Certified Renovator" training within 18 months of hire, and recertify as required; and,
- May be required to attend specific trainings and obtain additional certifications, as assigned.

#### **SPECIFIC DUTIES**

- ❖ Supervises assignments across a broad range of areas including weatherization, construction, and ensures quality control of work performed by inspecting completed assignment;
- ❖ Performs skilled work in the construction, rehabilitation and repair of buildings, facilities and residences either independently, with an assigned work crew, and/or other Construction Supervisors;
- ❖ Supervises assigned personnel and ensures quality control of work performed by inspecting completed assignment;
- ❖ Performs a variety of rough carpentry tasks, including, but not limited to, the following: wall framing, floor framing, roof framing, door and window framing, stair framing, and roof and wall sheathing;
- ❖ Performs a variety of tasks that require working at heights equivalent to two or three stories, including but not limited to, roof tear off, installation of new roof sheathing, membrane, asphalt roofing materials and window installation;
- ❖ Ensures the safety of all employees and work activity;
- ❖ Performs a variety of finish carpentry tasks, including, but not limited to, the following: interior and exterior trim work, drywall hanging and finishing, siding work, hanging doors, and installation of windows;
- ❖ Performs a variety of plumbing tasks, including, but not limited to, the following: roughing in supply lines and drain lines, and installing tubs, shower units, sinks, water closets, and vent systems;
- ❖ Performs a variety of electrical tasks, including, but not limited to, the following: rough in work of receptacles and switch circuits, lighting circuits, troubleshooting of electrical problems, relocation of existing lines, and installation of circuit breakers;
- ❖ Performs a variety of masonry tasks, including, but not limited to, the following: block and brick work, foundations, form work, and slab construction;
- ❖ Ensures the health and safety of building occupants;
- ❖ Provides appropriate project documentation and completes paperwork as required;
- ❖ Assists administrative personnel in the recruitment and training of Program personnel;
- ❖ Acts as a member of the Housing Options Pathway team and consistently demonstrates the values of the organization;
- ❖ Performs warehouse functions, as required;
- ❖ Performs physical inventory count;
- ❖ Assists the Project Manager to determine scope of work and materials required for field discovery items;
- ❖ Utilizes sophisticated instruments and techniques as they relate to assigned project including, but not limited to, transits, laser levels, blower doors, draft gauges, and infrared cameras;
- ❖ Maintains a secure worksite with regard to all equipment and materials; and,
- ❖ Performs related work as required.

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**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- ❖ Knowledge of the following:
  - Effective customer service principles;
  - Principles, practices, and techniques of supervision;
  - Sophisticated construction instruments and techniques;
  - Geographic area served;
  - Energy efficient improvements;
  - Materials inventory and correct applications sufficient to independently perform periodic inventory count; and,
  - Utility and state weatherization funding directives sufficient to supervise and perform all field assignments.
- ❖ Skill in the following:
  - Various phases of housing rehabilitation including, but not limited to, building and construction codes, rehabilitation construction, electrical, plumbing, rough and finish carpentry, and basic masonry; and,
  - Utilizing hand and power equipment to perform advanced work effectively in all aspects of rehabilitation construction.
- ❖ Ability to perform the following:
  - Work comfortably at heights equivalent to two or three stories while wearing the appropriate OSHA-approved safety equipment;
  - Evaluate work of subordinates and to provide technical assistance and guidance to them;
  - Negotiate for and monitor service delivery to assure performance standards are met;
  - Evaluate and anticipate potential site hazards and to ensure a safe environment for all employees, dwelling occupants and by-standers during an assigned project;
  - Read, interpret and work from blueprints, drawings and schematics;
  - Assess and make field decisions regarding the appropriate action(s) to take with respect to construction and customer issues;
  - Utilize sophisticated construction instruments and techniques;
  - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious and linguistic identities or backgrounds;
  - Manage multiple and sometimes conflicting assignments;
  - Establish effective working relationships with professionals, other staff, customers and local businesses;
  - Communicate effectively both orally and in writing;
  - Prepare, organize and maintain accurate written records and reports;
  - Project a positive image;
  - Determine quality and quantity of goods needed for a job in relation to prescribed specifications;
  - Understand and follow oral and written instructions, some of which may include multi-faceted procedures, and to work independently of direct supervision; and,
  - Utilize hand and power equipment to perform basic and advanced construction work.