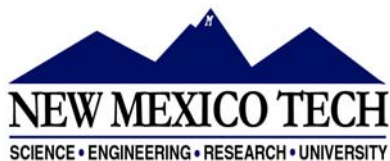


**Posted:** October 2, 2018



## POSITION ANNOUNCEMENT

**TITLE:** CONSTRUCTION SUPERVISOR

**DEPT:** FACILITIES MANAGEMENT

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$36,920-\$45,760

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**\*INTERNAL POSTING THROUGH:** Concurrent\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Supervises construction projects, demonstrates proper work methods, works cooperatively with crew/ contractors. Assists the Associate Director for Construction in hiring, scheduling, instructing, training, discipline, evaluating performance. Assists the Associate Director for Construction in plans & cost estimates for both maintenance and modification requests. Develops, prepares, & plans reports on materials needed and used for construction projects. Estimates cost of materials & tools for projects. Assists Associate Director in planning annual budget for tools. Tracks and monitors account. Assures all expenditures are billed properly. Assists in emergencies. Will supervise and work alongside all facets of construction including painting. Will set the pace of work on projects to make sure that it is completed on time. On-call 24/7/365. Other Duties as Assigned.

### REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Must have a few years of supervisory experience required. Must have 3-5 years experiences if construction trades required. Must have knowledge of safety requirements required. JEI, GB98, EE98, JPG, MM98, JMA, Safety Certifications desired.