

JOB DESCRIPTION
SHH Construction Supervisor

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| 1. Little Dixie C.A.A. | 2. Program: Self-Help Housing |
| 3. Reports To: SHH Housing Director | 4. Title: SHH Construction Supervisor |
| 5. Grade: 5 | 6. Date: December, 2019 |
| 7. Approved By: Rebecca Reynolds <i>RR</i> | 8. Status: Exempt |

JOB SUMMARY:

The Self-Help Housing Construction Supervisor is responsible for supervising construction activities in the Self-Help Housing Program.

DUTIES AND RESPONSIBILITIES:

1. Supervise and coordinate the construction of Self-Help Homes.
2. Responsible for overseeing the outsourcing of construction to different subcontractors.
3. The SHH construction Supervisor serves as the agency's representative at the construction site and communicates with subcontractors, suppliers, group workers, and government inspectors.
4. The SHH Construction Supervisor is the agency's sole representative at the construction site and must manage any issues, concerns, unforeseen events, or problems that may develop during the entire self-help home building process.
5. The SHH Construction Supervisor performs as each group worker and homeowner's main contact in the self-help home construction process.
6. Assist the Program Director in reviewing any changes on the self-help home plans to ensure there are no conflicts between the plans and the construction of the home.
7. Responsible for reviewing the construction budget to ensure the estimates are accurate, reasonable and acceptable.
8. Responsible for leading, planning and overseeing payment to the selected and scheduled subcontractors and suppliers. This includes any work or building materials provided.
9. Responsible for ensuring all federal and state safety procedures and regulations are followed by the subcontractors.
10. The SHH Construction Supervisor will inspect the work of subcontractors and suppliers to ensure the home is ready for each required inspection.
11. Responsible for ensuring each self-help home meets all safety, quality, and legal requirements.
12. The SHH Construction Supervisor has the authorization to stop payment to any subcontractor or supplier as deemed appropriate.

13. Responsible for discussion and actions for the best solution for any issue that may arise with a building inspector, subcontractor, supplier or group worker.
14. The SHH Construction Supervisor will assess the quality and efficiency of the subcontractors' and suppliers' work and is authorized to stop work to correct any detected inadequacies.
15. The SHH Construction Supervisor has the authority to recommend and initiate the removal of a subcontractor or supplier from the worksite if the work is unacceptable or for any reason he deems valid and necessary.
16. The SHH Construction Supervisor may recommend the dismissal of subcontractors, suppliers and their employees from the worksite if the work is not satisfactory or any other reason at his recommendation.
17. The SHH Construction Supervisor will service as the agency's representative at the construction site regarding subcontractors, suppliers, customers, and government inspectors.
18. Responsible for communicating effectively with building inspectors and regulatory representatives.
19. The project supervisor reviews the initial home construction budget to ensure the estimates are reasonable and acceptable.
20. Responsible for tracking construction costs with the original estimates once the construction process begins.
21. The SHH Construction Supervisor acts as the agency safety inspector at the construction site and takes necessary and appropriate action should an accident occur.
22. The SHH Construction Supervisor provides significant involvement in decisions regarding who will be re-contracted for current and upcoming self-help home construction.
23. Responsible for office setting tasks related to the management or general business operations of the agency's self-help construction.
24. The SSH Construction Supervisor is included in development of long- or short-term business objectives. These tasks include and are not limited to budgeting, auditing, quality control, purchasing, procurement, safety and health, personnel management, labor relations, public relations, government relations, legal and regulatory compliance, and other activities.
25. The SHH Construction Supervisor will investigate and seek resolution of concerns of importance on behalf of management of the agency. This includes handling complaints and disputes or resolving grievances.
26. The SHH Construction Supervisor has authority to make changes to the construction process as necessary when, in his/her opinion, such a modification is needed to meet any safety, quality, or legal obligations.
27. Responsible for ensuring a high quality home is constructed within the projected budget, and to execute any payments to the Sub-Contractors and Suppliers required to complete the construction of the home.
28. Performs such other duties as may be assigned.

SUPERVISORY RELATIONSHIP

The Self-Help Housing Construction Supervisor reports to the Self-Help Housing Director. The Self-Help Housing Construction Supervisor exercises supervision over subcontractors and required family labor.

QUALIFICATIONS

1. Professional building skill or equivalent carpentry training.
2. Ability to teach building skills to unskilled workers.
3. Ability to work with people of varying socioeconomic levels,
4. Willingness to work irregular hours and weekends as required.
5. Housing construction experience in the program area.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, and use manual and machine hand tools, move around and participated in a construction site.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Frequently must ascend/descend steps in and out of vehicles.
6. Constantly must visually detect machinery, building material, building projects, and processes.
7. Occasionally must work in outdoor weather conditions.
8. Must possess adequate physical health. This will include some heavy lifting (up to 40 lbs.), stooping and bending. Job may include climbing ladders, and working off scaffolds and roofs.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right

to assign or reassign duties and responsibilities to this job at any time. This position is **exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)