

CONSTRUCTION PROJECTS SUPERVISOR

DEFINITION:

Under general supervision, performs and supervises the activities of assigned staff engaged in the field operations for the Residential Sound Insulation Program construction projects.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

EXAMPLE OF DUTIES

Perform a wide range of duties related to the construction projects and activities of assigned staff engaged in the field operations for the Residential Sound Insulations Program; Trains and evaluates work of subordinate staff performing required inspection and oversight of assigned construction projects; Ensures inspectors are monitoring and reviewing contractors use of specified products; Reviews reports submitted by staff regarding materials and methods; Resolves complex concerns and or issues with homeowners and contractors throughout construction process; Work with manufacturers and suppliers; Oversee work of inspectors to ensure contract compliance, quality control, good record keeping, and good coordination of work.

Prepares and distributes schedules, meeting agendas, meeting minutes, logs, reports, etc.; Ensure safety measures are in place and enforced during all phases or work. Ensure safety laws and regulations are being followed; may assist with project planning and departmental budget preparations as needed.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledgeable of RSIP guidelines for the construction and installation of soundproofing

Knowledgeable of program guidelines, policies, and procedures

Knowledgeable of construction codes and standards

Knowledgeable of quality customer service and management techniques

Knowledgeable of occupational hazards and safety guidelines

Skilled in observing and inspecting construction sites

Skilled in following and providing oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to operate a personal computer to maintain records and other documentation to include file management techniques

Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an outdoor environment. Work may require frequent standing, walking, climbing and bending. Incumbents in this job classification may be exposed to extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS

A high school diploma or equivalent combined with some college level coursework and/or construction management certification **AND** six (6) years experience as a construction inspector managing soundproofing projects with at least one year as a lead or senior construction inspector **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.