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
• Trains and evaluates work activities of staff performing inspections and oversight of assigned construction projects;
• Ensures inspectors are monitoring and reviewing contractor’s use of specified products;
• Certifies that safety laws and regulations are being followed and enforced during all phases or work;
• Reviews reports submitted by staff regarding materials and methods;
• Resolves complex concerns and or issues with homeowners and contractors throughout construction process;
• Oversees 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, and reports;
• May assist with project planning and departmental budget preparations as needed.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS
• Knowledgeable of RSI guidelines for the construction and installation of soundproofing, program policies, and procedures, construction codes and standards, quality customer service and management techniques, and of occupational hazards and safety guidelines;
• Skilled in observing and inspecting construction sites, following and providing oral and written instructions, establishing and maintaining productive working relationships,
• Ability to provide technical instruction and guidance to staff, resolve complex issues regarding construction, work well as a team and with minimum supervision, to maintain records and other documentation to project updates as needed to upper management and to maintain professional demeanor in the face of challenges and adverse conditions.
• Proficient in the use of a personal computer, electronic devices and various software packages to perform essential duties.

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 four years 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.