

**Lee BIA Builders Care
JOB DESCRIPTION**

WORKING TITLE OR POSITION: Construction Supervisor	PROGRAM: Construction Management
MINIMUM TRAINING AND EXPERIENCE REQUIRED. Currently working in building industry field OR a minimum of 4 years experience in building industry	IMMEDIATE SUPERVISOR/JOB TITLE: Heidi Taulman, Executive Director

NATURE OF WORK: DESCRIPTION OF DUTIES AND RESPONSIBILITIES (use second sheet if needed)

1. Responsible for the effective and efficient management of construction functions related to Lee BIA Builders Care projects in conjunction with Executive Director and other construction related volunteers.
2. Responsible for coordination of construction projects with sub-contractors including but not limited to scopes of work, renovation proposals, written estimates, drawings, boundary surveys, registration verification of sub-contractors and permitting.
3. Effectively collaborates with other volunteers, Management staff, and the Board of Directors.
4. Participates in meetings including Working Committee meetings, staff meetings and meetings with sponsoring builders and/or sub-contractors as needed.
5. Acquires, maintains and demonstrates current industry knowledge and competency.
6. Demonstrates a commitment to service excellence and quality improvement and demands this of building partners.
7. Maintains compliance with Lee BIA Builders Care procedures and policies.
8. Ability to interact with the individuals and families we serve with dignity and respect.

KEY FUNCTIONS:

1. Coordinates and develops the Scopes of Work.
2. Coordinates permitting package and all appropriate surveys.
3. Oversees projects and is in charge of coordination of projects along with other staff.
4. Works with sponsoring builder to obtain needed information.
5. Assistance with all aspects of Construction Project Coordination as needed including bidding, sub-contractor licensing, and keep orderly files of such.
6. Oversees daily construction activities at work site and work with building inspectors.
7. Participates in Project Meetings, Staff Meetings, Working Committee meetings, and Bid meetings as needed.
8. Keep track of hours worked and report to Supervisor.
9. Inventory of donated goods, truck, storage area and tools owned by Lee BIA Builders Care.
10. Other duties as assigned.

KNOWLEDGE REQUIRED:

1. Proficient in computer programs such as Microsoft Office Suite.
2. Proficient in normal computer related tasks such as e-mail, sharing documents, etc.
3. Must possess a valid driver's license and have reliable transportation to perform required job duties such as submitting permits, transporting documents

Hours of Work: Flexible hours with an average of 20 hours per week. Must be available for duration of projects and some project meetings.

Length of Commitment: n/a

Comments: Must have a working knowledge of residential construction and project management.

Benefits: Gain valuable experience in construction management and work with other industry professionals. Get to see major projects unfold and how they impact the community.

CONTRACTED EMPLOYEE'S SIGNED ACKNOWLEDGEMENT OF RECEIPT OF PRESENT JOB DESCRIPTION:

Construction Supervisor Signature

Supervisor Signature

Date