

# Position: Construction Supervisor

Status: Exempt

Hours: 40+ hours per week

Wage: \$55,000-70,000 DOQ

Benefits: 401k & Long-Term Disability (after 12 months),  
Health & Dental, HSA Contribution, Life Insurance,  
Performance Bonus Program



Work Locations: Cache/Box Elder County  
Work Schedule: Variable (See below)

## General Responsibilities

- Help manage and optimize construction schedules and processes of individual build groups within the Owner-Builder Program.
- Work with households through all phases of home construction, emphasizing a teaching attitude and patience for people unfamiliar with construction processes.

## Minimum Qualifications

Education and Experience:

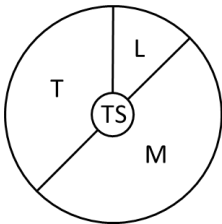
- Graduation from High School.
- Graduation from specialized trade school preferred.
- 3-5+ years of experience in construction management and oversight.

Special Qualifications:

- General Contractor license is preferred.
- Have a current Utah driver's license.
- Ability to communicate with Subcontractors, suppliers, and owner-builders on a variety of construction related issues and to manage time and schedules effectively.

## Essential Functions

Essential duties and responsibilities may include, but are not limited to, the following:



- Priority 1: Team Skills (TS). 20% of Responsibility
- Priority 2: Leadership (L). 10% of Responsibility
- Priority 3: Management (M). 30% of Responsibility
- Priority 4: Technical (T). 40% of Responsibility

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Skills are listed in order of importance and the percentage assigned is the estimated time spent on described duties.

## Team Skills (Working with others)

- Practice positive working relationships and collaboration with fellow employees, other agencies, and the public/clients.
- Be accountable to fellow employees; valuing integrity, open communication, and professionalism in all interactions.
- Assist fellow employees and clients with creative problem solving and work product.
- Effectively follow and utilize verbal and written communication.
- Provide direct management for owner-builder participants and Construction Assistants, reports to the Construction Manager.

**Leadership** (Long-range vision)

- Exercise initiative, independent judgment, and act resourcefully under varying conditions.
- Work to improve efficiency and effectiveness for all work processes.
- Contribute to the creation and use of a continuous improvement program for the construction of the Mutual Self-Help homes.
- Act as a teacher/mentor for households participating in the mutual self-help program, guiding them through construction processes.

**Management** (Short-term, project based)

- Manage all self-help construction scheduling, materials, subcontractors, etc. utilizing BuilderTrend.
- Manage tool/material inventories, site safety and security.
- Organize work crews of households for maximum efficiency of manpower, materials, skill sets, and time.

**Technical** (Task Items)

- Educate owner-builder participants in construction methods, tool use, job site organization and cleanliness, and safety.
- Coordinate construction materials, sub-contractors, and administrative to construction site handoff as needed to ensure efficient build processes.
- Review and approve invoices for materials and sub-contractors, and ensuring proper material delivery and placement.
- Consult with the Construction Manager in revising/improving house plans, material options, construction methodologies, etc. as needed.
- Keep all aspects of construction in compliance with all applicable regulations, standards and codes.
- Participate in all building inspections carried out by USDA-RD and local building inspectors.

**Work Environment:**

- Work hours: The office is regularly open M-F 8am-4:30pm. Construction Supervisors generally work Tue 10am-9:30pm, Wed/Th 2-9:30pm, and Sat 7am-5:30pm. Potential to flex to a Friday time (4-9:30pm) during the summer in lieu of other hours. This position will primarily function on a job site, but will need to maintain a flexible schedule based on needs to help manage office work as needed.
- The position performs in a dual office and construction site environment. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
- Work tasks require common eye, hand, finger, leg and foot dexterity.
- Mental tasks require the use of memory for details, verbal instructions, emotional stability, and discriminating thinking.
- The position requires a valid driver's license and ability to drive. Must not have any DUI/ARR within the past five (5) years and less than two (2) moving violations within the past 24 months.
- The position requires compliance with all Neighborhood Nonprofit Housing Corp policies.

For information on how to apply, go to: <https://NNHC.net/contact-us/>