



Job Description	
Job Title	Construction Supervisor Classification Code: 100-18
Department	Building Department
Salary	\$37245.90 to \$49,145.18
Work Schedule	8 hour shift - Overtime
Hours of Work	8am to 5pm
Direct Supervisor	City Administrator
Status	Full-Time
Position Summary	Exercises direct supervision of employees engaged in various construction projects within the City.
Responsibilities, Tasks & Duties	<p>Ensures staff work together to deliver quality work by set deadlines.</p> <p>Monitors construction processes and provides training and team building sessions when required.</p> <p>ensures adherence to health and safety regulations at all times.</p> <p>Performs equipment, material and routine site inspections.</p> <p>Keeps command staff updated on all construction projects by attending scheduled meetings.</p> <p>Produces written activity reports, project plans and budget projection plans.</p> <p>Works closely with other Department Supervisors and/or contracted companies to complete projects.</p> <p>Assists in the recruitment and training of new staff.</p>
Education/Work Experience	<p>Required:</p> <p>High School Diploma or GED equivalent.</p> <p>Valid Missouri Driver's License</p> <p>Minimum three years experience in general construction.</p> <p>Knowledge of the materials, methods, terms and techniques used in construction management.</p> <p>Ability to read and understand blueprints, schematics and other construction documents.</p> <p>Proficient in Microsoft office and have the ability to learn new software programs, if needed.</p> <p>Preferred:</p> <p>Bachelor's Degree in Construction/Business Management or Engineering.</p> <p>1-2 years' experience in a leadership role.</p> <p>Knowledge of all phases of the building process from pre-construction to closeout.</p> <p>Excellent written and communication skills.</p>
Physical Requirements	<p>Lift between 25 to 80 pounds regularly.</p> <p>Ability to move safely over uneven terrain or in confined spaces.</p> <p>Ability to see and respond to dangerous construction site situations.</p> <p>Ability to safely climb ladders with carrying 25 or more pounds.</p> <p>Ability to work in extreme weather.</p> <p>Ability to wear personal protective gear correctly, most of the day.</p>
<p><i>This job description is not intended to be all-inclusive. Employees may be expected to perform other duties as necessary for the effective operation of their department and the City. In addition, employees may be required to work additional or varying hours and typical or non-typical duties during emergency or similar situations.</i></p>	
Print Employee's Name	
Employee Signature:	Date:

