

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

- Oversee onsite construction efforts within the Mutual Self-Help Program including:
 - Manage and optimize construction schedules, oversee the training of clients, focus on build quality, and ensure on-time construction.
 - Coordinate material ordering, subcontractor scheduling, and all on-site construction activities.
 - Manage communication and expectations with clients, subcontractors, and vendors.
- 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:

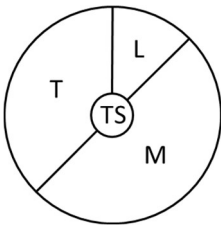
- Graduation from High School.
- Graduation from specialized trade school in construction or construction management is preferred.
- 3 or more years of experience in construction, construction management, or a closely related field.

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 a teaching atmosphere, openly communicating expectations and goals with owner builders, subcontractors, suppliers, and administrative staff.

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 the entire construction process.

Management (Short-term, project based)

- Manage owner-builder participants and Construction Assistants.
- Manage all self-help construction scheduling with BuilderTrend, materials, subcontractors, etc.
- Manage tool and material inventories, safety, security, cleanliness, SWPPP, etc.
- Organize work crews of households for maximum efficiency of manpower, materials, skill sets, and effectiveness.

Technical (Task Items)

- Educate owner-builder participants in construction methods, tool use, job site organization and cleanliness, and safety.
- Review and approve invoices for materials and subcontractors, 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 building inspectors.

Work Environment:

- Work hours: Construction Supervisors generally work Tue 10:30am-9:30pm, Wed/Th 12-9:30pm, and Sat 7:30am-6pm. This position will primarily function on a job site but will need to maintain a flexible schedule based on the need to help manage office work as needed.
- The position performs primarily at a construction site with weekly in office meetings. 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 ongoing compliance with NNHC policies and procedures.
- Reports to: Construction Manager

For information on how to apply, go to: <https://www.nnhc.net/careers/>