

CONSTRUCTION SUPERVISOR**Department:** Construction
Classification: Salary**Reports to:** Operations Manager
Location: Sunderland MA
Revised: April 2021

Position Summary:

The primary function of this position is the day-to-day supervision and direction of laborers, operators and mechanics necessary to complete assigned construction projects. Ensure that projects are completed safely and efficiently, in accordance with project plans, specifications and as directed by the VP of Construction.

Essential Duties and Responsibilities:

The following list is intended to be exemplary of the demands of the position however it is not exhaustive of all day-to-day functions. The incumbent will be required to perform any or all the following in a given day, week or season:

- Ensure completion of all project paperwork.
- Scheduling of projects to include subs, labor, and equipment.
- Monitoring trucking activities on jobs and deliveries.
- Submit/review job estimates, billings, and payables.
- Attend all project meetings.
- Maintain professional, effective, and efficient communication with customers, engineers, contractors, and highway superintendents.
- Travel between locations, job sites, and customers.
- Job cost budgeting, tracking and cost control measures.
- Conduct project closeout and final review
- Other duties as assigned.
- Flexibility with regard to schedule, working early and/or extended hours, nights, weekends and holidays when required

Work Conditions

Candidate must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), long hours standing, walking, and laboring outdoors in varying weather conditions – frequently in extreme heat.



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Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands, reach with hands and arms, handle, feel, talk, see, and listen. The employee must be able to push levers forward and backwards. The employee is required to stand, walk, climb stairs, stoop, bend, twist, kneel and crouch. Employee may sit for an hour or more at a time.

Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

Position Requirements:

High school diploma or equivalent plus five years in a supervisory position preferred. Strong leadership, communication, and problem-solving skills. Must have a working knowledge of computers and the Microsoft office suite. Must have a valid driver's license and clean driving record. Knowledge of DOT and regulations, must be able to comprehend MSDS sheets and make good judgments. Strong knowledge of math calculations used in all aspects of roadway construction. MUTDC and traffic control experience required. Excellent organizational, analytical, interpersonal, and communication skills. Will be required to travel and pass a physical and drug screen.

Independent Action:

Performs work independently within scope of established guidelines and practices. Self-starter, highly motivated Individual.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.