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CONSTRUCTION SUPERVISOR 1 and 2

GENERAL

Positions in this class involve the supervision or inspection of several construction, maintenance and/or renovation projects proceeding simultaneously at different locations. Although both levels may be required to supervise construction and maintenance personnel, the Construction Supervisor 2 level is distinguished in that the incumbent exercises supervision over Construction Supervisors 1 and may be assigned to the most difficult projects.

TYPICAL DUTIES

May supervise construction, maintenance and building renovation projects by coordinating the work of government tradesmen and/or outside contractors on a particular project and ensuring that necessary men, materials and equipment are on the job when required.

May inspect all phases of building construction relating to foundations, structural, mechanical, electrical, civil, architectural, interior design, landscaping and furnishings to ensure compliance with plans, specifications and regulations.

May advise architects and engineers of omissions and discrepancies in plans and specifications and assist in rectifying the problems.

May prepare progress reports and recommend progress payments for completed work on projects inspected.

May prepare estimates of quantities and construction costs.

May perform varied administrative duties such as maintaining records of project costs, time sheets, work schedules, and other reports.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Understanding of construction techniques for various types of work under different working conditions.

Ability to interpret working drawings and specifications for a project and prepare cost estimates.

Technical knowledge of each of the construction and maintenance trades, materials, material costs, labour requirements and costs, work schedules, building and municipal codes.

Education, Training and Experience

A diploma in a building-related technology plus several years of construction experience or other suitable combinations of education and experience.

Physical Standards

Physically capable of performing the duties assigned.