

Title: Project Supervisor

FLSA Status: Non-Exempt

Reports to: Director of Construction

Position Summary

The Project Supervisor is responsible for ensuring project completion to company standards, making sure timelines are met. Aid construction department, contractors, and crews in any tasks that may come up pertaining to the project supervisor position.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. A company truck and computer will be provided for work related items.

Essential Functions Statement:

- Manage all residential and commercial projects and timelines to ensure deadlines.
- Scheduling various trade groups at different sites; ensure work is completed on schedule.
- Gathering and maintaining job site data.
- Reporting job site data to VP and/or Director of Construction.
- Maintain continuous communication with the entire construction department.
- Manage job crews and contractors to ensure deadlines are kept.
- Assist with onsite projects when needed.
- Give direction on projects for completion.
- Complete Onsite documentation, status updates, and progress reports for upper management.
- Knowledge of general handyman tools and how to use them.
- General Handyman skills.

Competency Statements:

- Excellent organization and communication skills.
- Ensures the projects or program's goals, purpose, and criteria for success are clearly defined. Clarifies the related roles and responsibilities, deliverables, milestones, limits for independent decision-making, and needs and desires of the primary customers.
- Ensures staff have the skills and resources to get things done. Provides staff with coaching, training, and opportunities for growth to improve their skills.
- Gives staff ongoing, constructive feedback on their performance and progress in light of expectations and goals. Holds timely discussions and performance reviews.
- Seeks ways to enhance the learning experience. Ensures that content is current, and that activities are engaging and effective.

Supervisory Responsibility

This role has supervisory responsibilities.

Work Environment

This job operates in a field setting. This role routinely drives from location to location checking on projects, timelines, and completing company checklists for project completion. This position requires personal organization, teamwork, and ability to communicate effectively.

Physical Demands

This is a largely physical role with the physical abilities below may be required.

Stand C

Reach above shoulder O

Walk F

Climb N

Sit F

Crawl N

Reach Outward F

Squat/Kneel/Bend O

Lift/Carry Push/Pull

10 lbs or less O 10 lbs or less O 11-20 lbs N 11-20 lbs N 21-50 lbs N 21-50 lbs N 50+ lbs N
50+ lbs N

N (Not Applicable) Activity is not applicable to this occupation

O (Occasionally) Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)

F (Frequently) Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day)

C (Constantly) Occupation requires this activity up to 66% of the time (5.5+ hrs/day)

Position Type and Expected Hours of Work

This is a full-time position with varying working hour shifts between Monday through Friday, 7:00 a.m. to 6:00 p.m.

Education and Experience

Education: High School diploma or equivalent.

Experience: 1+ years construction setting

Experience: General handyman skills

Computer Skills: Basic skill level in Google Suite, Google Sheets and Google Drive.

License/Certification:

General Contractor License preferred.

Additional Eligibility Qualifications

Must be able to accomplish any and all duties with little to no assistance after obtaining adequate company training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Braden Group is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law

Signatures:

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of this position.

Employee _____ Date _____

Company Representative _____ Date _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employees ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.