

SUPERVISOR - CONSTRUCTION/RENOVATION PROJECTS

Function of Job:

Under general direction of designated supervisor, review campus interior/exterior mechanical or campus grounds/roads work projects, estimate cost of proposed small renovations and/or construction projects and coordinate/monitor work done by in-house personnel and/or outside contractor(s).

Characteristic Duties and Responsibilities:

1. Review small project, mechanical or campus work orders for compliance to campus standards and compatibility with existing systems.
2. Assign job tasks and goals to individuals and/or work teams; prepare work schedules and time-lines for jobs and projects.
3. Analyze work requirements, including review of blueprints and design documents, prepare estimates and appropriate construction specifications and purchase parts.
4. Prepare cost/material estimates for funding and construction, based on project requirements.
5. As project coordinator, ensure that contractors and the in-house personnel comply with all aspects of their college/university contract in the most timely and cost effective manner.
6. Assist in establishing campus standards for construction/renovation/repair.
7. Communicate in person at job meetings, phone, etc. and provide scheduling information to clients.
8. Establish and maintain contacts with vendors and contractors and schedule bid dates and attend bid openings.
9. Prepare necessary progress reports and other required materials for supervisor.
10. Supervise, inspect, and evaluate the work of in-house crafts/trades personnel and outside contractors assigned to work projects.
11. Monitor operating budget to assure that costs are within estimates.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and at least five years experience as estimator or first line supervisor in construction trades **or** two years of technical school or college training in construction-related field and two years experience as an estimator or in determining materials and manpower for construction work.
2. Knowledge of general distribution systems and working knowledge of NFPA codes, Life Safety 101 and BOCA Building Codes, if required by hiring department.
3. Knowledge of surveying and the ability to read and interpret blueprints, drawings and specifications, if required by hiring department.
4. Tact and ability to deal with college/university officials and outside professionals and business officials.
5. Oral and written communication skills.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
7. Supervisory skills.
8. Computer skills as required by department.

9. Valid New Hampshire driver's license.
10. Must be able to wear and use appropriate protective equipment as necessary.
11. New Hampshire Master Plumber's License, New Hampshire Master Electrician's License and Asbestos Certification if required by hiring department.

6-16-08
System Approval

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Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.