



2177 Asheville Rd., Waynesville, NC 28786
828-452-1447
www.mountainprojects.org

154 Medical Park Loop,
Sylva, NC 28779 828-586-2345

JOB DESCRIPTION

Effective Date: 03/18/2009 Revision Date: January 2023

Name: _____

Job Title: Construction Supervisor
Position Type: Full Time
Program: Smoky Mountain Housing Partnership
Supervisor:

Position Overview: (Primary Function)

The Construction Supervisor is responsible for on-site construction supervision and Self Housing in compliance with all USDA requirements.

Project Work Description: (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

1. Trains and supervises groups of families in the construction of their homes.
2. Coordinates, assists and oversees new home development.
3. Organizes work crews of families for maximum efficiency of manpower and materials.
4. Teaches tool use safety, maintains safe working conditions for jobs to be performed.
5. Prepares cost estimates for home construction and maintains ongoing updates.
6. Schedules subcontractors and monitors their work, and completes all required screening and paperwork
7. Maintains records as required
8. Keeps construction in compliance with all applicable regulations, codes and standards.
9. Participates in building inspections by Rural Development and local building inspectors.
10. Any other job-related assignments that may be required or deemed advisable by the supervisor.
- 11.
- 12.
- 13.
- 14.



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15. Any other job related assignments that may be required or deemed advisable by the supervisor: _____

1. **Minimum Qualifications:** High school diploma or equivalent
Formal training or practical experience in carpentry and building code inspection.

2. **Preferred Qualifications:** Work independently and directly supervise self help families.
Monitor and maintain safe working environment at sites.

3. **Skills/Attributes:** Should possess the ability to work effectively with diverse populations.
Ability to teach building skills to unskilled workers

Willingness to work irregular hours including weekends and evenings.

Experience in construction, carpentry and weatherization.

4. **Essential Functions:** Work with little supervision

Maintain a professional relationship with other staff, vendors and contractors.

Must Maintain confidentiality of sensitive materials and information

Work well with others in a team effort within agency.

5. **Physical Demands:** Normal office environment with bending and stooping? Yes ____ No ____

If no, describe physical demands.

On site work requires lifting of construction materials, bending, stooping and lifting.

6. **Work Environment:** Numerous field/construction site conditons. Lifting of materials and Climbing ladders.

Operating power tools. Work often requires evenings and weekends.

7. **Mental and/or Visual Demand:** Valid North Carolina Driver’s License with appropriate insurance coverage

required. Visual and auditory traits suitable to safety on construction sites

Strong visual acuity

Ability to work on multiple tasks.

Ability and license to operate a motor vehicle



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Direct Supervisor: _____

Employee Signature

Date