



# TLINGIT & HAIDA

REGIONAL HOUSING AUTHORITY

Position Description

## PROJECT SUPERINTENDENT

### **I. Summary:**

Serve as a project superintendent on new construction and rehab projects throughout southeast Alaska. Construction may include residential and commercial. Must be willing to travel and work in small southeast Alaska villages, and may require periodic relocation for extended periods to where the jobs occur. The position is based out of Juneau unless on extended relocation status.

### **II. Authority:**

The Project Superintendent is under the supervision of the DCM Operations Manager.

### **III. Duties and Responsibilities:**

- Oversee and supervise construction projects performed by contractors and/or force-account crews
- Supervise and train construction crews
- Interview/hire/terminate temporary construction employees
- Monitor employee performance and conduct employee performance reviews
- Schedule and coordinate subcontractors
- Monitor subcontractor performance and wage rates paid to employees
- Establish and maintain construction schedule
- Implement and monitor safety programs
- Comply with federal, state, local, and tribal laws and regulations
- Comply with funding requirements and monitor that jobs stay within budget
- Perform material takeoffs and purchase materials
- Obtain bids for materials and services in accordance with THRHA procurement policy
- Estimate job costs for labor
- Maintain accurate daily reports in Word and Excel format
- Obtain permits for construction
- Maintain quality control on the project
- Write reports and maintain accurate records and files
- Other duties as assigned.

#### **IV. Required Knowledge, Ability and Skills:**

- Extensive knowledge of residential construction and project supervision.
- Knowledge of building codes and energy efficient construction techniques.
- Knowledge of Workers Comp and state and federal employee labor relations laws and Davis-Bacon.
- Knowledge of OSHA safety practices, and ability to implement safety programs.
- Ability to read blueprints, perform material take-offs, estimate material and labor costs, maintain record-keeping files, and maintain construction schedules.
- Ability to operate fork lifts and other construction machinery.
- Must have excellent communication skills, both written and oral communicate well, with good typing, spelling and computer skills.
- Must be able to perform heavy physical work. Physical ability to access all areas of a construction site.
- Demonstrated computer proficiency in Microsoft Excel, Word. CAD and scheduling software experience helpful.
- Ability to train workers.
- Working knowledge of rural areas and Native cultural practices and needs.
- Ability to legally drive in Alaska.
- Must be able to lift 50 pounds.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Stand;
  - Walk;
  - Use hands to finger, handle or feel;
  - Reach with hands and arms;.
  - Climb or balance;
  - Stoop; kneel; crouch; or crawl;
  - Occasionally required to sit.
  - Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

#### **V. Minimum Qualifications:**

- Minimum 5 years recent experience in supervising residential and commercial construction projects in excess of \$1,000,000.

#### **VI. Grade Level:**

Grade 14

Exempt

(Revised November 2017)