

CLASS SPECIFICATION

Housing Construction Supervisor
Code Number: _____

GENERAL PURPOSE

Under general direction, plans, coordinates, reviews, supervises and participates in the activities and programs of specialists involved in coordinating, managing and monitoring construction and rehabilitation programs and projects for Commission- and privately-owned housing; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class are accountable for planning, laying out, supervising, reviewing and participating in the work and operations of the Technical Services section's housing construction and rehabilitation unit. The duties and responsibilities are complex and carried out with considerable independence within a framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Plans, organizes, controls, integrates and evaluates the work of an assigned staff of Housing Construction Specialist and support staff; with staff, develops, implements and monitors work plans to achieve section or unit goals and objectives; contributes to the development of and monitors performance against the annual section budget(s); supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the section's and the Commission's mission, objectives and Core Values.

Supervises, participates in and reviews the work of employees engaged in the development, planning, oversight, coordination and monitoring of construction and rehabilitation projects on Commission- and privately-owned housing.

Monitors programs and projects to ensure compliance with laws, regulations, codes, contracts and Commission standards and requirements.

Creates and maintains a variety of records and files pertaining to construction and rehabilitation programs and projects.

Develops grant applications and administers approved grants.

Participates in the development and implementation of policies and procedures.

Coordinates the unit's activities with other agencies and Commission staff.

Performs special studies, analyses and projects as assigned.

Assists the Director, Technical Services in managing and administering section activities.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods, materials and practices used in the construction, maintenance and repair of multiple and single family housing; laws, codes and regulations relating to building construction; Commission administrative regulations, personnel policies and Memoranda of Understanding; principles and practices of effective supervision.

Ability to:

Operate a computer and standard business software; analyze and make sound recommendations on complex data and operations; understand, interpret, explain and apply Commission, state, and federal laws, codes and regulations applicable to the building construction field; develop and implement relevant policies and procedures; perform mathematical calculations and analyses; prepare clear, concise and comprehensive reports and written materials; exercise sound independent judgment within general policy guidelines; establish and maintaining effective working relationships with all levels of Commission management, employees, vendors, and contractors.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in architecture, engineering, construction

management, business administration, public administration or a closely related field; and at least four years of progressively responsible construction management and inspection experience; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and regularly lift up to 10 pounds, and occasionally up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple tasks with frequent interruptions; and interact with Commission managers, employees, property owners and contractors.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees occasionally work in outdoor weather conditions.