

MCM Site Supervisor

Job Description

Minimum Qualifications

- The person will have 3 - 5 years of construction experience in a supervisory role (Site Superintendent)
- The person will have AutoCAD experience
- The person will have an architectural technical background
- Possess and maintain current driver's license and have ability to drive in all States and Provinces
- Understanding of all rules, regulations, policies and procedures that apply to General Construction
- Have an understanding of all Local, State and Federal regulations that apply to General Construction (including ADA)
- Familiar with AWI and WI rules and regulations
- Possess and demonstrate leadership and supervisory skills
- Excellent written communication skills
- Good verbal interpersonal communication skills coupled with strong technical aptitude with the ability to tackle a task logically, and perseverance to see through all obstacles
- Must be prepared to work under pressure and regard his/her work as a challenge. The individual must be able to address a wide spectrum of people, from unskilled to professional

Primary Function

This position will report directly to the Senior Project Manager (or Operations Manager), this individual will be responsible for the daily/weekly installation and site issues on various project job sites while ensuring that both the site and the installer is keeping to schedule and forwarding findings or alerting MCM head office to any conditions that is not in keeping with the schedule or contract documents.

Principal Duties and Responsibilities

- Has direct supervisory responsibility over all installers on all project job sites under his/her direction (*same as above, not sure which one I like better*)
- Responds to all requests from installers and/or GC's in which assistance is needed in timely manner
- Also responds to other situations which should cause the notification of supervisory personnel
- Assures compliance by installers of all applicable state, county, city, governing agency and company policies, practices, and procedures by observing and interacting with installers in the field
- As directed, performs audits on installers
- Forwards site dimensions, pictures, etc. as required
- The person will be responsible for training the installer on MCM documentation
- The person will meet the first delivery and train the installer on how to ready and verify product
- The person will meet all other deliveries to verify the condition of product at time of arrival and ensure installer is recording what has been delivered
- The person will verify month end %age complete for all projects under his/her direction on a monthly basis for confirmation of schedule of values (installer invoicing)
- The person will be willing and able to travel extensively throughout the US
- On an assigned schedule, visit and assess each project site and report the results of the site visit to the applicable Project Manager
- Verify that the installer has the proper tools and supplies and manpower also monitor quality of installation
- Perform other duties or tasks as directed by Management