



CAROLINA FOUNDATION SOLUTIONS, LLC

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CONSTRUCTION OPERATIONS SUPERVISOR

The Construction Operations Supervisor, with the authoritative support of the readily accessible company officials on specific policy, programs, and practices, is responsible for duties described by the Construction Operations Manager. This will require the management of people, equipment, and materials on the job in a professional manner. The Construction Operations Supervisor will be required to assist and manage crew leaders and assist the Construction Operations Manager. The Construction Operations Supervisor must have valid driver's license in good standing. The Construction Operations Supervisor will carry out company objectives, policies, and principles as they relate to the company's performance. The scope of these responsibilities includes: A) Safety, B) Management of jobs and crews, C) Review and prepare for jobs, D) Direct the preventative maintenance and corrective maintenance on all equipment, E) Develop and assist in implementation of the training of crews for all aspect of company work and services.

SCOPE:

A) Safety

1. Coordinate with Management the safety requirements for the company.
2. Monitor job conditions regarding safety concerns.
3. Monitor and lead in "Tool Box" safety meetings.
4. Train crew members to meet OSHA and CFS safety requirements.

B) Management of Construction Crews

1. Speak or meet with Construction Operations Manager bi-weekly to discuss equipment and material needs.
2. Review and inspect equipment, tools, facilities, and company property daily.
3. Management of raw materials.
4. Review Job Spec Sheet and Job Cost Sheet for each job.
5. Review daily installation logs to compare with job expectations.
6. Prepare weekly hour reports on daily basis.
7. Complete pre-job and post-job surveys.
8. Overview of job sites and direct supervision of crews as deemed necessary.

C) Review and Prepare for Job

1. Review each Job Spec Sheet the day prior to start of job and ensure that all equipment and materials are available for each job.
2. Contact Construction Operations Manager and/or Sales Consultant if there are any questions on Job Spec Sheet. Job site safety should be the first topic discussed.
3. Discuss job and crew responsibilities with crew leaders.

4. Routine meetings with Sales Consultants and Construction Operations Manager to review job performance compared to job estimate.
5. Converse with Construction Operations Manager on regular basis.

D) Direct the preventative maintenance and corrective maintenance on all equipment

1. Utilize PM program for each vehicle, trailer, excavator, grout plant, concrete pump, drill head, and all other major equipment. Utilize PM program and inventory process for all hand held and other small pieces of equipment.
2. Inspect all equipment on weekly basis.
3. Assign responsibility within crew leader for the PM for each item.

E) Manage Inventory & Equipment

1. Monthly inventory counts for each location as directed by Construction Operations Manager.
2. Advise Construction Operations Manager of material needs based upon inventory levels, job needs, and upcoming jobs.
3. Good housekeeping is a key to the management of equipment and materials. Inspect equipment and storage areas for housekeeping daily.

F) Utilize training program for the crew members.

1. Utilize training program for all crew members regarding basic job site management.
2. Train crew members to operate equipment as required.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Safety on job sites which includes monitoring “Safety Tool Box Meeting”.
2. Pre-job preparedness which includes using estimator’s Job Cost Sheet, Job Spec Sheet, and other notes prepared for job.
3. Monthly review of Job Cost Sheets with management team.
4. Preventative maintenance of equipment. Designate one hour per month per location for inspection of equipment. Review of PM status of each piece of equipment.
5. Daily review of raw material inventory and general housekeeping of yard and equipment. Inform Construction Operations Manager of needs.
6. Complete and submit monthly expense report within five days of receipt of credit card statement.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Construction Operations Manager. Coordinates activities with Construction Operations Manager, Management, Safety Director, Sales Staff, and Office Managers.

Acknowledge _____

Witness _____

Date _____

Date _____