



## JOB DESCRIPTION

<b>Title</b>	Construction Supervisor
<b>Institute/Department</b>	Property and Campus Management Department (PCMD)
<b>Report to</b>	Construction/Project Manager
<b>Location/Campus</b>	Kukum Campus

### Summary:

The construction Supervisor oversees the construction of project and monitor activities at worksite. Ensure health and safety codes are observed and that work is completed to schedule. Construction supervisor also help develop contracts liaise with subcontractor and vendors and perform other administrative task.

### Key Duties & Responsibilities

- ❖ Ensuring teamwork to deliver quality work to strict deadlines
- ❖ Monitoring construction processes and providing training and team building sessions when required
- ❖ Ensuring adherence to health and safety regulations at all times
- ❖ Performing equipment, material and routine site inspections
- ❖ Scheduling regular meeting with vendors, site inspector, manager and staff.
- ❖ Writing up reports, budgets, project plan and presenting them to relevant stakeholders
- ❖ Working closely with architects and other professionals
- ❖ Stay up-to-date with safety codes and advancements in construction
- ❖ Assisting with the recruitment and training of new staff
- ❖ Processing paper work and traveling to multiple sites as required

### Necessary Skills/ Requirements

- ❖ Advanced knowledge of construction industry required
- ❖ Strong Leadership role recommender
- ❖ Excellent written and verbal communication skill
- ❖ Ability to focus and keep calm under pressure
- ❖ Valid driver's license

### Qualifications & Experience

- ❖ Bachelor's degree or Diploma in construction, business management or engineering preferable.
- ❖ 10-15 years' experience in building construction