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Seasonal Position: Construction Site Supervisor

The New York-New Jersey Trail Conference is seeking a Construction Site Supervisor (General Contractor) to work with our AmeriCorps crew to construct and restore buildings at the Welch Trail Education Center (WTEC) located in Harriman State Park.

For a six month period, the Welch Trail Education Center is used to house the Trail Conference Conservation AmeriCorps crews. During their service, the crews are trained by industry experts in sustainable trail building, invasive species management, public outreach, volunteer engagement, and outdoor leadership. There is also a four person AmeriCorps crew dedicated to construction and restoration projects at the Welch Trail Education Center.

This position is responsible for site supervision of the construction of a rustic style building and various building restoration projects. Such management may include but may not be limited to: supervision of four AmeriCorps Members and leading and teaching volunteers on the job site, providing a safe work site, executing the construction activities to meet the quality, cost and scheduled goals. This includes the supervision and scheduling of subcontractors and material deliveries. Restoration projects for existing structures include window repair, siding repair and staining, screen repair, and hanging new doors.

This is a seasonal contract position of 40 hours per week. Weekend work required but may be negotiable. Typical hours will be 8:00 AM to 4:30 PM with occasional variations. The season begins in April 1, 2020 and ends October 26, 2020. Shared, rustic cabin housing at the WTEC may be negotiated.

Responsibilities:

Essential Job Duties:

- Schedule subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Perform quality control duties and responsibilities regarding the work being performed.
- Maintains clear communication with schedule needs on a daily, weekly, and monthly basis.
- Communicate with subcontractors and ensure he/she is fully executing and complying with contracted scope of work.
- Coordinate required inspections with local jurisdictions as needed.
- Identify subcontractor non-compliance with safety, health, and environmental quality standards.
- Identify conflicts in construction progress and communicate them to project team for resolution.
- Maintain daily log (written) of activities on the jobsite, sharing communication on a weekly basis with construction team.

Site Prep:

- Oversees construction of building project from groundbreaking through ready for use.
- Abides by the construction schedule set by the Construction Program Team.
- Attend weekly construction meetings.

Materials:

- Work with the Conservation Corps Assistant to ensure that the correct materials and tools are on the job at all times.
- Coordinates the delivery needs of all materials with the Conservation Corps Assistant, checks deliveries against purchase orders to ensure correct delivery, and invoice coding and approval. Reporting discrepancies in a timely manner. Makes recommendations for future orders based on material shortages or overages, quality of products. Processes returns and damaged material within thirty-day return policy period.

Sub-Contractors and Vendors:

- Supervises and coordinates additional contracted personnel as necessary.
- Monitors all sub-contractors and required inspections.
- Inspects each phase of work to determine if quality standards are met.

Site Management:

- Organize a work plan, in coordination with Construction Program Team and Conservation Corps Assistant, for volunteer crews prior to their build day on site.
- Provide adequate supervision and training of volunteers on the job site. This includes holding an initial meeting with the volunteers at the beginning of the day to discuss the plan for the day, assigning volunteers to tasks, and thorough description of safety guidelines. Ensure that all personnel on site (from volunteers to subcontractors) are dressed appropriately per TC safety guidelines. Workdays will include hands-on training of unskilled volunteers and AmeriCorps Construction crew.
- Ensure that all work done meets all local building codes and all safety compliance requirements. Accountable for safety of all personnel and security of the materials on job site.
- Must be comfortable using typical construction power tools, ability to train volunteers in safe operation, and knowledge of the appropriate tools to be used for each task.
- Follows permitted plan for the Cabin, as well as correct implementation of design selections.
- Responsible for completion of punch list following closing walk thru with Conservation Corps Assistant.
- Performs other appropriate duties and activities as assigned.
- Maintain site log (for each build day/ volunteer day), and weekly safety inspections.

Qualifications:

- Applicants should have an extensive background in all phases of construction. Experience managing construction projects, strong communication skills and the ability to solve problems quickly is a must. The incumbent will utilize leadership skills to effectively instruct four AmeriCorps Members and volunteers in construction methods.
- Preservation Carpentry skills very desirable.
- Driver's license with acceptable driving history, must pass a driving history & background check.
- Meets one of the following Citizenship requirements:
 - Citizen, permanent resident alien, or nationals of the United States
 - Non-citizens who are eligible under Federal law for unrestricted employment

Key Competencies:

- Skill and comfort working with volunteer and little experience laborers.
- Comfortable with basic public speaking on the job site.
- Management experience with strong leadership skills preferred.
- Patient teacher with strong delegation skills.
- Strong organization skills.
- Cost control and spending reporting monthly and quarterly.

Additional Requirements:

- Pass criminal background and national sex offender check.
- Must be able to navigate construction site in all phases of construction, including freshly excavated sites, ladders, scaffolding, etc.
- Ability to stand for 8 plus hours at a time, and lift a minimum of 50 pounds.
- Use of reliable personal vehicle to and from job sites.

Application

To apply, please submit the following items via email attachments (start all attachment file names with your last name) to nkrause@nynjtc.org, subject line: Construction Site Supervisor: "Your Last Name"
All application materials will be kept confidential.

1. A professional resume
2. A cover letter addressing why you are interested in this position and why we should be interested in you
3. Contact information for three references

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No calls please. Check www.nynjtc.org/job-openings to determine if the position is filled.