



General Supervisor Job Description

Duties: Disaster Recovery Jobs Program (DRJP) supervisor work involves directly supervising and coordinating activities of debris removal laborers. Essential duties include examining and inspecting work progress, equipment, and construction sites to verify safety and to ensure that specifications are met. Will be supervising crews to assure assignments are complete. May be required to perform related work; other duties may be assigned.

Qualifications: HS diploma or GED and 6-12 months related experience and/or training or equivalent combination of education and experience. Will regularly be required to: read specifications to determine construction requirements or to plan procedures; estimate material or worker requirements to complete jobs; supervise, coordinate, or schedule the activities of DRJP laborers; confer with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities; coordinate work activities with other construction project activities; order or requisition materials or supplies; record information such as personnel, production, or operational data on specified forms or reports; and assign work to laborers, based on material or worker requirements of specific jobs.

Will regularly be required to stand; use hands to finger, handle or feel; talk or hear; and smell. Will frequently be required to walk, stoop, kneel, crouch or crawl, and occasionally sit, reach with hands and arms and climb or balance. Must regularly lift and/or move up to 100 lbs. Specific vision abilities required include close, distance and color vision; depth perception, and ability to adjust focus. Will regularly be exposed to outside weather conditions and moving mechanical parts and vibration. Will occasionally be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level is usually loud. The employee is required to follow all safety procedures as outlined in the safety manuals.

A drug test, physical and background check may be administered.