



## Construction Site Supervisor

**Company Description:** ICAST (International Center for Appropriate & Sustainable Technology) is a local non-profit organization working to address climate change and affordable housing issues by installing clean energy solutions in multifamily housing. Our projects foster economic viability, environmental stewardship, and social responsibility in under-served communities in Colorado, New Mexico, and Utah. Our vision is to scale nationally.

**Position Overview:** The Site Supervisor is responsible for providing oversight of the budget, schedule, subcontractors, and materials of all rehab and renovation projects for multifamily housing properties. The Site Supervisor will provide direction and support to the subcontractors and work closely and collaboratively with others within ICAST (such as sales) to ensure successful completion of projects. The Site Supervisor is responsible for projects being completed and providing weekly updates, both verbal and written, to management to highlight progress and alert them of issues. The Site Supervisor completes tasks efficiently and accurately, ensuring the highest level of client satisfaction.

**Location:** Salt Lake City, UT; **Travel:** 25% throughout Utah, New Mexico, and Colorado and other states as needed

### Duties:

- Attend contract review meetings, work with ICAST staff on material change orders, and communicate closely with ICAST management.
- Visit jobsites as needed, monitor job progress and keep ICAST and customers informed of important dates. Monitor scope of work, plans, take-off, layouts, shop drawings, scheme breakdown and materials, report daily of job activities, and maintain material inventory at the jobsite.
- Assist ICAST in identifying and selecting local subcontractors, including issuing and reviewing of bids from subs.
- Work with ICAST management to understand each project's budget, and report anticipated variances in a timely manner
- Participate in continuing education/training related to field of expertise to maintain a thorough knowledge of products and services and remain current on industry trends including development in energy efficiency, renewable energy, and energy and water savings.

### Requirements/Qualifications:

**Education:** Bachelor's Degree preferred, experience may be considered in lieu of education

**Experience:** At least 3 years of experience in commercial construction industry (multifamily housing preferred); 5-7 years is preferable.

- Proven experience in managing \$100,000 to \$1M construction projects
- Proven ability to bring projects in on time and within budget
- Excellent communication skills in one-on-one and group settings
- Excellent time management and organizational skills
- Proven ability to solve problems; must possess excellent analytical skills
- Ability to handle multiple projects in a fast-paced team environment
- Proficient in Microsoft Windows (Word, Excel, Outlook)
- Bilingual English/Spanish is a plus

Please email your resume and a cover letter with salary range requirements to [positions@icastusa.org](mailto:positions@icastusa.org). Include the position you are applying for and your name in the subject line.