



ICAST Job Opportunity

Position Title: 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. 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, providing weekly updates, both verbal and written, to management to highlight progress and alert of issues. Completes tasks efficiently and accurately, while ensuring highest level of client satisfaction.

Position 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 customer informed of important dates. Monitor scope of work, plans, take-off, layouts, shop drawings, scheme breakdown and materials, report daily of job activities, maintain material inventory at the jobsite.
- Assist ICAST identify and select local subcontractors including issuing and review of bids from subs.
- Work with ICAST management to understand each project's budget, and reports 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, 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 \$100,00 to \$1M construction projects
- Proven ability to bring projects in on time and within budget
- Excellent communication skills in 1-on-1 and group setting
- 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

To Apply:

Please email a cover letter and resume to positions@icastusa.org with the position you are applying for in the subject line.