Downloaded from <https://www.velvetjobs.com/job-descriptions/construction-supervisor>

# Example of Construction Supervisor Job Description

Our growing company is looking for a construction supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for construction supervisor

* Developing specifications for construction work and preparing call for tendering documents
* Doing the accounting of all construction works installed on various sites and including the follow-up on invoices
* Negotiating construction contracts with contractors and having them approved by the Head and Senior Advisor of Site Construction
* Conducting surveying work and overseeing specific assignments
* Making sure safety standards are met during construction
* Securing release signatures of site representatives you are responsible for
* Directs and oversees and organizational investor relations function
* Climbs ladders, towers or other structures as needed
* Communicate regularly with Operations leadership for guidance and training
* Acts as a liasion between project management group and the operations group

## Qualifications for construction supervisor

* Excellent project supervision skills and ability to supervise multiple projects
* Willingness to travel to onsite store location for project scheduling, inspections, and store openings
* Willingness to work a variable work schedule including nights, weekends, holidays as needed
* Class A General Contacting License
* Maintain continuing education requirements
* Ten (10) or more years as field Superintendent or Electrical Foreman