

**INGHAM COUNTY  
JOB DESCRIPTION**

**BUILDING CONSTRUCTION SUPERVISOR**

**General Summary**

Under the direction of a Maintenance Supervisor, performs a variety of skilled carpentry repair, remodeling, and construction projects. Assumes responsibility for the rough and finish carpentry/construction work involved in structural additions and changes, construction of freestanding structures, and building and finishing of detail items. Plans building needs, coordinates staffing requirements, and supervises maintenance staff assigned to designated projects.

**Essential Functions**

1. Performs construction and carpentry work of structural additions and renovations such as constructing stud walls, hanging suspended ceilings, installing drywall, installing windows, and related construction tasks.
2. Performs finish carpentry work including construction of detail items such as book cases, judicial benches, cabinets, custom countertops, laminate work, and other customized items. Performs restoration work.
3. Oversees and participates in the construction of freestanding structures such as storage buildings and other structures.
4. Oversees and participates in office remodeling projects which may include design and installation of specialized structures/equipment for the department. Oversees and participates in moving of offices, includes tearing out existing walls, building walls, installing outlets, patching plaster, painting, building and/or installing counter tops, and performing related construction tasks.
5. Plans labor and material needs for designated construction projects, which may include meeting with appropriate County staff to determine their needs, assisting in obtaining necessary outside bids, reading blueprints, estimating project costs, and planning other project needs.
6. Supervises staff assigned to construction projects, includes training on methods and safety, assigning work, and reviewing and evaluating work in progress.
7. Performs flat cement work, including building forms and repairing sidewalks and steps.
8. Monitors and sets HVAC computers and equipment such as air volumes, air quality and temperature, static pressures, boilers, fan coil units, chillers, air handler units, and other HVAC equipment.

9. Responsible for ensuring compliance with OSHA, ADA, and other regulations on assigned projects. Keeps updated on, and ensures compliance with, local and state building codes.
10. Oversees and operates carpenter shop and mobile construction van for all in-house cabinet making and restoration work.
11. Utilizes a variety of carpentry equipment such as saws, cutters, grinders, drills, planners, and other specialized equipment.
12. Plans major plumbing maintenance, repair, and installation projects, and oversees and participates in such projects.
13. Operates and supplies metal working area for metal fabrication, welding, and cutting.
14. Performs detailed lock repair, including rebuilding locks, manufacturing parts, repairing electronic locks, and installing key pads.
15. Performs other general repairs to County buildings, fixtures, and equipment. Performs work of other maintenance positions as necessary, including running wiring, working on electrical, plumbing and HVAC projects, and other facilities functions.

**Other Functions**

16. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications**

**Education:** High school graduation or equivalent with advanced skills training in electrical, plumbing and other building trades areas.

**Experience:** Six years of carpentry/construction experience, which included general building maintenance experience in all trades areas, and which also included two or more years' apprenticeship under a state licensed builder/contractor.

**Other Requirements:** Possession of a valid Michigan Driver's License. Possession of a Builders and Contractors License from the Michigan Department of Commerce.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job*

*description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walks over uneven terrain during construction projects.  
Squatting, stooping, kneeling to perform work.  
Climbing ladders to perform work.  
Lifting ability to carry equipment and carry and position construction materials.  
Ability to lift, push and pull office furniture.  
Ability to lift equipment and materials weighing up to 100 lbs.

**Working Conditions:**

Works in confined spaces.  
Works outside in varying weather conditions.  
Works in all areas of County buildings.  
Works in cramped body positions to perform work.  
Works in areas with loud noise.  
Exposure to equipment where risk exists of getting burned, bruised or scraped.  
Contact with oil and petroleum products.  
Exposure to large moving parts of various equipment.  
Exposure to solvents, boiler chemicals and various other chemicals.  
Exposure to gases and fumes.  
Exposure to communicable diseases in the course of some assignments.  
Exposure to many airborne particles and materials.