



## **JOB DESCRIPTION**

**Job Title: Assistant Project Supervisor**

**Program: Employment Services**

**Reports to: Contract Manager**

**FLSA: Non-Exempt**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended as a complete list of all responsibilities, duties and skills required of personnel so classified*

### **SUMMARY:**

The Assistant Project Supervisor manages the execution of Performance Work Statement (PWS) of assigned contracts. Hours are dependent upon contract requirements and may vary from twenty to forty hours per week. In addition, the Assistant Project Supervisor provides assistance to the Project Supervisor with supervision of assigned contract employees.

### **DUTIES AND RESPONSIBILITIES:**

1. Assists with providing training, counseling and supervision to assigned contract employees.
2. Assists Project Supervisor with the responsible for ensuring proper crew size, job assignments, and employee development.
3. Maintains and updates files and telephone numbers of contract employees.
4. Conducts documents and maintains quality assurance inspection files.
5. Assists with the responsibilities for completing and submitting timely data requirements to include time sheets, work schedules, performance evaluations, recommendations for wage increase and other pertinent information.
6. Ensures production requirements are met according to the Performance Work Statement (PWS) of applicable contracts.
7. Manages Hazardous Communications to include training, inventory of Material Safety Data Sheets (MSDS), and availability/use of Personal Protective Equipment (PPE).
8. Assists the Project Supervisor with dispensing of chemicals/identifies and corrects potential safety hazards.
9. Manages supplies and equipment to ensure availability and prevention of fraud, waste and abuse.
10. Performs liaison duties with Contracting Officer Representatives (COR) and other outside agencies.
11. Attends all performance work meetings.
12. Assists Project Supervisor with routine employee meetings.

13. Assists Project Supervisor with maintenance of assigned vehicle to include vital fluid, instrument and accessory checks. Maintains first aid and winter emergency equipment in vehicle. Immediately reports problems to Contract Coordinator.
14. Ensures proper transportation of contract employees.
15. Assists Project Supervisor with problems relating to crew employees or contract performance, if necessary. Reports emergency situations to Contract Coordinator as soon as practical.
16. Assists supervisor in budget management by modifying spending and work schedules.

**MINIMUM EDUCATION AND EXPERIENCE:**

1. High School Diploma or G.E.D.
2. One-year supervisory experience and One-year of custodial experience.
3. One-year Floor Maintenance experience (Preferred)

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Available to work all possible shifts including weekends. Demonstrate leadership skills and ability to train and supervise employees. Requires occasional overtime.

**LICENSES/CERTIFICATIONS REQUIRED:**

Alaska Driver's License  
 Certification in Adult CPR  
 Certification in First Aid

**IMMUNIZATION REQUIRED:**

Annual PPD Test  
 Hepatitis B immunization (or) Waiver

**WORKING CONDITIONS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**PHYSICAL EFFORT:**

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like; using feet and legs and/or hands and arms. Body agility is emphasized.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

Stooping: Bending body downward and forward by bending spine at the waist.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forwards, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
- Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Driving: Minimum standards required by State Law (including license).

**ENVIRONMENTAL CONDITIONS:**

Worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)

Worker is subject to outside environmental conditions: No effective protection from weather.

Worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.

Worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, orders, dust, mists, gases or poor ventilation.

**REVISED DATE: 03/10/01**  
**06/10/04**  
**01/18/05**