



PROJECT SUPERVISOR

JOB DESCRIPTION

Job Code:	9102	Employee Type:	Full-Time, Year Round
Reports To:	Operations Manager/E.D.	Prepared By:	Abigail Tietjen
FLSA Status:	Exempt	Approved By:	David Moss
Department:	Operations	Date Approved:	3.16.23

Summary

The Project Supervisor is responsible for overseeing construction/maintenance projects for the Village at Copper (VAC) and Copper Mountain Resort Association (CMRA). This individual will be a liaison with vendors, contractors, county officials, company personnel, and other entities as dictated by the projects. The position requires an on-site presence around Copper Mountain. The Project Supervisor should be a keen problem-solver and possess excellent supervisory and communication skills. This position will regularly interface with the management team, stakeholders, and business partners of the VAC/CMRA. While not working on specific projects, this position will assist the team with supervision as well as the performance of daily maintenance operations either self-directed or as assigned by the VAC Operations Management team.

Essential Duties and Responsibilities

- Responsible for overseeing all projects
- Participate in research, project scoping and budgeting
- Manage all dates/processes within a project to ensure the project progresses as anticipated
- Work with Operations Manager to obtain necessary permits & approvals
- Create and submit RFPs, analyze bids and interview new contractors, vendors, etc. to make final recommendations
- Supervise the day to day of each project to ensure directive and performance
- Communicate project statuses to Management team and identify any barriers
- Help Operations Team complete daily tasks; not limited to snow removal, trash removal, general operations, landscaping
- Prepare spreadsheets & other documents as needed
- Provide cost, material, equipment, and time estimates upon request
- Schedule and complete training sessions when required
- Multitask and complete all responsibilities in a timely manner

General Responsibilities and Duties

Must be able to work 40 hours per week
 Supervise different teams of people
 Delegate tasks and work alongside crew to complete projects and daily needs
 Maintain high standard of customer service and member satisfaction according to company goals
 Continue education and take specialized trainings to maximize job efficiency and potential
 Other Duties as assigned

Qualifications

Must understand project management from the end goal to all the steps required to complete a project.
 Must have a basic understanding of construction and construction trades along with permitting process
 High School Diploma or higher
 3+ years of previous experience in related field
 Capable of working proactively and independently with minimal direct supervision
 Valid US Drivers license with clean driving record
 Prior leadership experience
 Ability to provide clear written and verbal instructions
 Adequate knowledge of Microsoft Office
 Previous experience with Microsoft Project, Smartsheet, Monday or similar programs, willing to learn if not
 Highly adaptive and must be a resourceful individual
 Strong time management and organizational skills
 Ability to manage multiple projects at one time and meet deadlines
 Must be able to lift and carry items up to 50lbs
 Bilingual skills in Spanish is preferred but not required