



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

JOB DESCRIPTION CONSTRUCTION SUPERVISOR I

This position requires a highly motivated, responsible, organized individual who can learn and handle an array of tasks, has good judgment in decision making, and can work independently or as part of a team.

Directly performs a variety of new construction, skilled building and grounds repair and restoration work. Supervises staff, volunteers, and outside sub-contractors.

GENERAL RESPONSIBILITIES

- Follow written and verbal direction.
- Schedule and prioritize construction projects.
- Make repairs to buildings and grounds including electrical, plumbing and carpentry.
- Operate light and heavy equipment such as power tools and tractors.
- Perform physical labor.
- Order and maintain in good condition tools, materials and equipment.
- Keep accurate records of field operations.
- Willingness to participate in agency emergency response.
- Assist visitors in the parks.
- Keep Project Managers and the Division Chiefs apprised of progress regularly.
- Read and implement construction plans.
- Prepare materials lists and coordinate deliveries with office staff.
- Perform related duties as required.

DESIRED SKILLS:

- Five years experience dealing with construction projects.
- Ability to develop, review, and guide projects to completion.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Ability to work independently and to supervise and direct staff.
- Knowledge of general construction including electrical, HVAC, plumbing, and carpentry.

- Ability to carry out construction; to work safely using hand and power tools; and to perform heavy physical labor including lifting and carrying items weighing up to 90 pounds for a distance of 50 feet.
- Ability to prioritize varying tasks and projects.
- Excellent oral and written communication skills.
- Outgoing individual with experience dealing with the public.
- High School Diploma, technical trade certification.
- Proficiency in English; proficiency in Spanish is desirable.
- Valid California Drivers License with a satisfactory driving record.
- Possession of, or ability to obtain, certification for CPR and First Aid Certificate within the first year.
- Knowledge of native plants and BMPs.
- Knowledge of local codes.

REQUIRED HOURS

Monday through Friday, 8 hours per day, 40 hours per week; may require some weekends and overtime upon prior approval by supervisor.

COMPENSATION

The hourly rate ranges from \$16.15 to \$19.62.

BENEFITS: Health insurance, life insurance, retirement, vacation, sick leave and holiday schedules.

HOW TO APPLY: Send resume and application to: Giovanna.Allen@mrca.ca.gov or you may fax to: (323) 221-9934 Attention: Giovanna Allen, Human Resources Specialist. Resumes and applications will be accepted until position is filled.

DESCRIPTION OF AGENCY

In 1980, the California State Legislature established the Santa Monica Mountains Conservancy, a state agency, which preserves California's natural resources. The Mountains Recreation and Conservation Authority (MRCA) is a joint powers agency that was established in 1985 between the Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Santa Monica Mountains region.