

Introduction to Construction Supervision

Time: 8 hours

Maximum Class Size: 10

Prerequisites: None

Course Description: This 8-hour LIUNA Training and Education course introduces the participant to the basics of construction supervision. Students learn the purpose of project plans, specifications and contracts, types of schedules (production, equipment, look-ahead, daily) and charts, the role of the project supervisor, and the importance of pre-job meetings. Students gets hands-on training in completing a variety of real-world forms and agreements. In addition, students will learn the role the project supervisor plays when dealing with architects, inspectors, different trades and others on the jobsite. They will also learn the steps and techniques of effective problem solving. Given a variety of scenarios, students explore ethical and unethical behavior and the qualities of effective leadership.

Goals/Objectives/Student Learning Outcomes:

- Identify at least five personnel roles within the chain of command on a typical construction project.
- Explain the purpose of project plans, specifications, and contracts and give at least five examples of how they affect project planning.
- Define the following terms and their purpose on a construction project: Production schedule, equipment schedule, look-ahead schedule, daily schedule, bar chart and critical path chart.
- Explain the role of the project supervisor in developing and following all the schedules listed in the above Objective.
- Describe the role that pre-job meetings play on a construction project.
- Define the following terms and give at least two factors for each that can influence the planning of a typical construction project: Staging areas, unloading and storage areas.
- Given a scenario and a set of site plans, identify locations for staging, unloading, and storage areas as well as tool and office trailers and employee parking areas; identify any local traffic patterns that may be impacted.
- Given a scenario and a set of project plans, identify and locate at least three elements of the traffic control plan within the plans.
- Identify at least four materials that typically must be submitted for testing prior to construction.
- Identify at least three elements of the process of site mobilization on a typical construction project.
- Given a set of plans, specifications, and contract documents for a construction project, list the steps that a project supervisor must perform in the pre- job planning stage with 80% or above accuracy.

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- Define the role of the project supervisor in effecting safety, quality and production on a typical construction project.
- Identify at least three sources of information for keeping abreast of advances in construction technology.
- Describe the steps needed to organize a construction project.
- Identify the purpose of the following and how each impacts a typical construction project: Organizing the field office, implementing a filing system, managing documents.
- Identify the roles that the project supervisor plays when dealing with: foreman of all trades, subcontractors and their personnel, owners, architects/project engineers, inspectors, suppliers, and the public.
- Given job site scenarios, participate in class discussions on methods that may be used to solve problems that could arise with people on the list in the above objective.
- Identify at least five possible problem areas that may be encountered on a typical construction site.
- List the five steps of the problem-solving process.
- Identify the role and purpose that progress meetings play on typical construction project.
- Identify at least seven types of progress meetings.
- Differentiate between ethical and unethical behavior on a construction project by providing at least two examples of each.
- Identify at least three steps that lead to ethical decision-making.
- Given a scenario involving an ethical problem and a sample code of ethics, identify the ethical issues and propose the best solution based on the sample code.
- Identify at least four qualities of leadership.
- Identify at least five examples of issues of fairness that a construction supervisor encounters on the job and a means to effectively deal with each.
- Identify at least four examples of effective communication by construction supervisors.
- Identify at least four examples of how poor communications can lead to difficulties on a construction project.
- Working in small groups and given a construction project scenario involving a communication problem between employees, identify at least four strategies for improving communication and participate in a role-play of strategies.
- Working in small groups and given an accident scenario, identify the economic impact that the accident has on the project.
- Describe at least three methods that a construction supervisor can use to improve safety on the job site.
- Given a topic on safety, design and deliver a five-minute tool-box talk during class.
- Identify at least five environmental regulations that can impact a typical construction project. Describe the supervisor's role and responsibilities in ensuring employer compliance in each instance.
- Describe the supervisor's role and responsibilities for recordkeeping and documentation on a typical construction project.

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Classroom Rules and Procedures

- All classes begin at 6:30 am and end at 3:00 pm
- Upon entering classroom, all participants must sign in and be seated by 6:30 am
- Class will consist of a combination of lecture, video, demonstration, coached group exercises, individual exercises and assessment.
- Students are required to report to class ready to work and maintain the provided PPE

Textbooks/Readings/Materials

- Introduction to Construction Supervision IG/PG
- Introduction to Construction Supervision Handout Packet
- LIUNA Construction Scheduling PowerPoint
- LIUNA Worksite Safety PowerPoint

Personal Protective Equipment

- 10 pairs of gloves
- 10 pairs of safety glasses
- 20 pairs of earplugs
- 12 hard hats

Course Requirements

To receive credit for the course, participants must:

- Be present for the full eight hours
- Participate in all classroom exercises
- Pass a written exam

Course Policies

- Participants must be on-time and ready to work.
- Participants must return from breaks on-time.
- Participants must participate in each exercise and assignment

Assessment and Grading

Participants will be assessed on the following:

- All written exams must be passed with a score of 80% or above.

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- All hands-on exercises are graded on performance and participation. They are pass/fail and must be passed with a score of 80% or above.

Safety

Failure to maintain and use PPE may result in dismissal from the course.