

JOB DESCRIPTION

POSITION: CONSTRUCTION MONITOR

HOURLY

The position of Construction Monitor is responsible to the Director of Maintenance for performance of their daily tasks.

The duties of a Construction Monitor are as follows, but are not limited to:

1. Remain in view of the contractor at all times while watching their actions. (This is true if the tenant is or is not at home if work is being carried out in an occupied area.)
2. The life/safety of the tenants and the protection of the tenants' belongings is one of the prime duties of the monitor.
3. Monitors do not answer any technical questions for the contractors. All questions should be directed to the construction superintendent.
4. Notify the office for re-assignment once any individual task of the contractor has been completed.
5. Monitoring of contractor operations can also occur on the exterior of the building where a monitor may be required for equipment to maneuver safely within the parking lot.
6. Make sure all tenant areas remain safe and passable throughout the workday.
7. Any issues arising out of contractor's work should be immediately reported to the Director of Maintenance or his assignee.
8. The monitor may be required to assist in the turn-over process.
9. Any other duty the Director Maintenance assigns.
10. The monitor will be required to carry a two-way radio.
11. Have a willingness to learn building systems.
12. Work towards being a maintenance mechanic.

Qualified candidates should forward a cover letter and resume by email to hrjobs@jche.org; by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE and its Brighton Campus, see our website at www.jche.org. JCHE is an Equal Opportunity Employer.