

## **CONSTRUCTION SUPERVISOR (SELF HELP PROGRAM)**

### **BOWLING GREEN, MO**

NECAC, a 12 county area not-for-profit social service, community health, public housing and community action agency seeks a full-time Construction Supervisor for the Self Help program at the Weatherization Office in Bowling Green, MO. Regular work hours will be Monday – Friday; 8 a.m. – 5 p.m. The position will work under the direction of the Deputy Director for Housing Development and involve contact with the public, visitors and clients, to work with families, staff, and contractors to renovate client's homes. This position will work with families that have been approved for home repairs to do some of the work themselves under your guidance.

Candidates must possess a high school diploma or GED, along with excellent people skills, three years or more involved in rehabilitation projects and prefer five or more years working in one of the construction trades. Computer experience with Excel and Word is required. This full-time position has a starting wage of \$13.00 an hour, and an excellent benefit package that includes agency paid health insurance with dental and vision, agency provided 401(k) retirement plan, 14 paid holidays and accumulative vacation days and sick days. A valid driver license and a reliable and insured vehicle are required.

To apply, MAIL cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or EMAIL to [ccox@necac.org](mailto:ccox@necac.org), or FAX to 573-324-3960. Because most correspondence is done by email, a valid email address must be on your application or resume. You may also obtain an application at any NECAC Service Center. For further information, call 1-800-748-7636 or visit our website, [www.necac.org](http://www.necac.org). EOE/M/F/D/V