



*This assessment is endorsed by



National Craft Assessment and Certification Program S P E C I F I C A T I O N S

SUPERVISOR V2*
SUPER47_02
February 2015

Focus Statement

The supervisor sets the goals and action plans for the foremen or crews; performs long-term planning, and supports and evaluates the plans once they are in place. The supervisor coordinates work with the different trades, and participates in project planning meetings with the project manager and/or general contractor and the different trades. The supervisor is responsible for quality control and ensuring safety on the project. The supervisor manages the budget of the job and manages and coordinates material quantities and deliveries.

Overview

- Two-hour closed-book examination
- May use a basic function, non-printing calculator
- No extra papers, books, notes or study materials are allowed
- The minimum passing score is 75
- A Performance Verification is available

Study Materials

All NCCER written assessments are referenced to NCCER’s curriculum listed in the content. You may

order modules from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

Assessment Development

All questions are developed and approved by subject matter experts under the direction of NCCER and Prov™, NCCER’s testing partner.

Credentials

NCCER will send appropriate credentials to the assessment center for successful completions.

Training Prescription Reports

Each candidate will have access to individual results of the written assessment from Prov’s website at www.provexam.com.

National Registry

Assessment results will be maintained in NCCER’s National Registry and become a portable record of the candidate’s training and assessment achievements.

Written Assessment Contents:

Content Domain	Number of Questions
Safety (MT203-01) (44102-08)	8
Human Resources (MT202-01)	5
Construction Documents (MT206-01) (44105-08)	12
Construction Planning (MT207-01) (44106-08)	12
Resource Control (46101-11) (MT204-01)(MT208-01)(44101-08)	25
Total Number of Questions	62



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Learning Objectives related to Assessment:

Safety	
Registry ID Number:	Module Title and Objectives:
MT203-01	Safety
	Explain how to conduct a safety inspection and employee observation.
	Explain how to perform an accident investigation and complete the necessary report forms.
	Define qualified person and competent person
44102-08	Safety
	Identify methods of risk control.
	Understand OSHA's Focused Inspection Program.
Human Resources	
Registry ID Number:	Module Title and Objectives:
MT202-01	Human Relations and Problem Solving
	State how a supervisor's performance is evaluated. Identify the challenges that the transition into supervision brings.
	Explain the nine steps for conducting a performance appraisal.
	Identify the root causes of performance problems and how to handle conflict.
	Explain the nature of managerial decision making and problem solving.
Construction Documents	
Registry ID Number:	Module Title and Objectives:
MT206-01	Document Control and Estimating
	Describe the importance of document control.
	Discuss your role as a project supervisor in document control.
	Complete a simple material estimate.
44105-08	Construction Documents
	State the various approaches for obtaining work in the construction industry.
	Discuss the types of contracts used in the construction industry.
	Discuss insurance requirements for a company and a project.
	Describe the change order process.
	List the documents necessary to close out a project.
Construction Planning	
Registry ID Number:	Module Title and Objectives:
MT207-01	Planning and Scheduling
	Describe the link between planning and scheduling.
	Describe how the planning process is carried out.
	Assign resources to each activity in a list.
	Explain how to conduct a job analysis.
	Develop a bar chart.

	List the benefits of short-interval schedules.
44106-08	Construction Planning
	Describe how the planning process is carried out.
	Define commodities, engineered equipment, construction equipment, and construction supplies.
	Resource Control
Registry ID Number:	Module Title and Objectives:
46101-11	Fundamentals of Crew Leadership
	Discuss current issues and organizational structure in industry today.
	Understand and incorporate leadership skills into work habits, including communications, motivation, team building, problem solving, and decision-making skills.
	Demonstrate an awareness of safety issues, including the cost of accidents and safety regulations.
	Show a basic understanding of the planning process, scheduling, and cost and resource control.
MT204-01	Quality Control
	Define quality control.
	Explain the supervisor's responsibility for quality control.
	Explain the benefits of implementing a quality control system.
MT208-01	Resource Control and Cost Awareness
	State why it is important to control resources on the job.
	Define productivity and explain how it differs from production.
	List several factors which affect productivity and determine how to solve problems relative to productivity.
	Define estimated cost, actual cost, and projected cost.
	Define production analysis and perform a simple production analysis.
44101-08	Introduction to Project Management
	Define project.
	Describe the characteristics of a project manager.
	Describe the basic functions of project management.
	Discuss the flow and phases of a construction project.
	Describe the four common construction delivery systems.