



\*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 corresponding hands-on Performance Verification is available

**NCCER Curriculum**

All NCCER knowledge assessments are referenced to NCCER’s curriculum modules as listed on this specification sheet. You may order modules from Pearson (800.922.0579) or from NCCER's Online Catalog at [www.nccer.org](http://www.nccer.org).

**Assessment Development**

All questions are developed and approved by subject matter experts under the direction of NCCER.

**Credentials**

Upon successful completion of the knowledge assessment, NCCER will send applicable credentials to the assessment center.

**Score Report and Training Prescription**

Each candidate will have access to their assessment results including their overall score and recommended training.

**NCCER Registry**

Knowledge assessment results are recorded in NCCER’s Registry and become a part of the portable record of an individual's NCCER credentials.

**Knowledge Assessment Contents:**

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



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Learning Objectives related to Assessment:

|                            |   |
|----------------------------|---|
|                            | <b>Safety</b>   |
| <b>Registry ID Number:</b> | <b>Module Title and Objectives:</b>   |
| <b>MT203-01</b>            | <b>Safety</b>   |
|                            | 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  |
| <b>44102-08</b>            | <b>Safety</b>   |
|                            | Identify methods of risk control.   |
|                            | Understand OSHA's Focused Inspection Program.   |
|                            | <b>Human Resources</b>  |
| <b>Registry ID Number:</b> | <b>Module Title and Objectives:</b>   |
| <b>MT202-01</b>            | <b>Human Relations and Problem Solving</b>  |
|                            | 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.   |
|                            | <b>Construction Documents</b>   |
| <b>Registry ID Number:</b> | <b>Module Title and Objectives:</b>   |
| <b>MT206-01</b>            | <b>Document Control and Estimating</b>  |
|                            | Describe the importance of document control.  |
|                            | Discuss your role as a project supervisor in document control.  |
|                            | Complete a simple material estimate.  |
| <b>44105-08</b>            | <b>Construction Documents</b>   |
|                            | 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.  |
|                            | <b>Construction Planning</b>  |
| <b>Registry ID Number:</b> | <b>Module Title and Objectives:</b>   |
| <b>MT207-01</b>            | <b>Planning and Scheduling</b>  |
|                            | 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.  |

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|----------------------------|--|
|                            | List the benefits of short-interval schedules.   |
| <b>44106-08</b>            | <b>Construction Planning</b>   |
|                            | Describe how the planning process is carried out.  |
|                            | Define commodities, engineered equipment, construction equipment, and construction supplies.   |
|                            |  |
|                            | <b>Resource Control</b>  |
| <b>Registry ID Number:</b> | <b>Module Title and Objectives:</b>  |
| <b>46101-11</b>            | <b>Fundamentals of Crew Leadership</b>   |
|                            | 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.   |
| <b>MT204-01</b>            | <b>Quality Control</b>   |
|                            | Define quality control.  |
|                            | Explain the supervisor's responsibility for quality control.   |
|                            | Explain the benefits of implementing a quality control system.   |
| <b>MT208-01</b>            | <b>Resource Control and Cost Awareness</b>   |
|                            | 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.   |
| <b>44101-08</b>            | <b>Introduction to Project Management</b>  |
|                            | 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.  |