



Site Supervisor

Job Description:

The duties of this job include but are not limited to the following:

1. The Site Supervisor is responsible for organizing and coordinating site activities and supervising crews, to complete the project on schedule and within budget.
2. Supervise crews and projects, with a hands-on approach.
3. Maintain timelines, scheduling, planning, and coordination of scheduled activities.
4. Able to effectively communicate and interact with engineers, coordinators, superintendents, surveyors, sub-trades, and management.
5. Able to conduct tailgate/safety meetings; identify control and hazards; ensure proper use of PPE; conduct inspections.
6. Excellent time-management, organizational, and strong leadership skills
7. Able to adapt to changes and flexibility; ability to prioritize work schedule.
8. Responsible for organizing crews and equipment for the project.
9. Promote and maintain a safe work environment.
10. Able to read/interpret drawings, plans, blueprints, and contract documents; with a strong understanding of specifications, scope of work, and time lines.
11. Accomplishes work requirements by orienting, training, assigning, scheduling, and coaching employees; and supervising sub-contractors.
12. Inspecting work in progress to ensure that work conforms to specifications.
13. Support maintenance of accurate As-Built drawings
14. Generating daily work sheets with costs and recording quantities
15. Conducting daily tailgate meetings
16. Attending and participating in on-site meetings
17. Following and performing safe work practices and procedures through H&S policies and plans
18. Coordinating and supervising all construction activities
19. Directing workers on daily tasks
20. Tracking costs associated with work and daily review with project budget.
21. Problem solving site issues and minimizing construction delays and claims.
22. Daily planning of project tasks to ensure project work adheres to schedule.
23. Maintaining and completing required documentation.

Qualifications:

- Excellent communication, time management, and scheduling skills
- Solid understanding and knowledge of earth moving, grading, excavation, sewer and watermain construction.
- Proven experience as a Foreman/Supervisor in Heavy Civil Construction, minimum 1 year supervisor, minimum 1 year as foreman, minimum 3 years heavy civil construction
- Current G License and insurable abstract
- Ability to work unsupervised and lead work crews
- Coordination with subcontractors, suppliers, and owners

-WHMIS, standard first aid, basics of supervising and fall protection training required

Benefits:

-Work with a great team on unique and challenging projects

-Competitive wages

-Benefits package including Life & AD&D, Long Term Disability, Dental and Vision

-Safety boot allowance and PPE

-Company RRSP or Defined Contribution Pension Plan

January 2023