



Position / Title	Site Superintendent	
Reporting to	Project Manager	
Last updated	March	2023

Focus

The Site Superintendent is to be responsible of the management and coordination of all on-site elements of the project including scheduling, quality and safety for the jobsite. Excellent planning, leadership and problem-solving skills are imperative to the success of this position.

Overall outcomes

Exhibiting a hands-on approach to problem-solving while maintaining the highest quality, supervising all trade and field personnel, while administering good construction safety practices with all on-site activities.

Upholding a track record of successfully managing multi-million dollar commercial construction projects and providing leadership and support to construction site staff through organization and excellent communication.

Responsibilities

- Establish clear lines of communication and expectations with PM.
- Develop Baseline project schedule and review with your PM, then upload on to Procore.
- Update the schedule weekly using Procore Drive. Review with PM prior to issuing to trades.
- Set up weekly issuance of 1 to 6 week schedule outlooks to trades
- Plan site layout and staging.
- Study the drawings and fully understand the project and site specific requirements to be able to lead others accordingly.
- Develop RFI's and review with your PM prior to issuing through Procore
- Participate in project start-up meeting, review budget and subtrade list with Estimating and PM. Develop and buyout opportunities with trades.
- Perform jobsite hazard assessment prior to commencing the job and ongoing assessment. Log in Procore
- Contact utilities and make arrangements for temporary power onsite – if required.
- Mobilize jobsite. Includes trailer, w/c, parking, fences, etc.



- Schedule locates and distribute as necessary to any trades working underground.
- Maintain an organized clean jobsite, including the construction office/trailer.
- Manage and document job cost PO's for review by the PM within authorized limits.
- Maintain project plan working drawing set including all site instructions and changes and markup plan set as required to keep it current and complete, including as-built markups.
- Review PCNs and assist with and ensure completeness.
- Attend owner consult meetings as required.
- Conduct weekly workplan site meetings with subtrades and PM as agreed.
- Provide daily site reports, including progress pictures. Log in Procore
- Conduct Toolbox Talks on a weekly basis and perform daily huddles. Log in Procore
- Supervise, schedule and coordinate workers, subcontractors, suppliers and equipment as required to achieve completion of the project on schedule, within budget and with quality workmanship that conforms to the original plans and specifications.
- Ensure and rental equipment that can be provided by TWB is Sourced first through Maintenance and Equipment Manager. If TWB equipment is unavailable he can assist in finding the best rates.
- Mitigate jobsite issues quickly and effectively in order to keep work on track and on time.
- Schedule and coordinate required inspections with project consultants and local building inspectors. Log in Procore
- Enter any on site Incidents, complete with sub trade write ups, incident report and log in Procore
- Perform QC/QA checks and correct deficiencies. This includes performing a secondary check on items such as embed plates, in floor plumbing, building dimensions, rough openings. Log Deficiencies in Procore
- Sign off on additional hours and T&M work.
- Ensure work is done in compliance with all regulations and all applicable health & safety policies and procedures so as to maintain jobsite security.
- Receive and document delivery of materials, ensuring they are in good conditions when received and stored properly until they are installed. REMEMBER TWB IS NOT REQUIRED TO OFF LOAD SUBTRADE MATERIALS.
- Maintain positive relationships with customers, contractors, suppliers and other employees.
- Take care to keep confidential all sensitive Three Way Builders, client and job information.
- Comply with and carry out COR safety manual requirements.
- Uphold company values.
- Travel to/from work site.



Requirements

QUALIFICATIONS

- 3+ years of experience running commercial build sites.
- Valid driver's license.
- Thorough knowledge and understanding of construction drawings, specifications, and schedules.
- Knowledge of wood framing, foundations and concrete.
- Excellent understanding of carpentry techniques and methods of installation and construction.
- Commitment to safe practices and standards (proof of safety training will be required).

SKILLS

- Proficient in using power and manual equipment as well as measuring tools.
- Strong computer skills with enough familiarity of Microsoft programs to carry out a variety of tasks.
- Proficient in Procore
- Excellent leadership and organizational skills.
- Strong written and oral communication skills and effective listening skills.
- Self-starter with strong work ethic.
- Strong problem-solving skills.
- Familiarity with Bluebeam considered an asset.

PERSONAL ATTRIBUTES

- A self-starting, highly motivated and goal-oriented individual.
- Very organized with a systematic approach to achieving accuracy and efficiency.
- Well-developed interpersonal skills, including the ability to manage diverse personalities.
- Professional and technically competent.
- Quick, sharp, confident, assertive, ethical and ambitious.
- Analytical with the ability to examine issues from multiple viewpoints.
- Friendly and out-going in social contacts.
- Works easily with others.



DAILY PHYSICAL REQUIREMENTS

- Traverse uneven and rough ground surfaces such as rocky or excavated clay surfaces as well as slippery and/or frozen surfaces continuously.
- Ascend and descend ladders, construction stairs and scaffolding multiple times a day.
- Occasionally carry bulky loads such as sheets of plywood or lumber (50lbs minimum).
- Sweep and carry waste materials from the jobsite as required.
- Use construction tools such as hammers, skill saws, levels, air tools, etc.
- Transport and setup temporary hoarding tarps and walls.
- Transport and setup temporary heating equipment such as fans, furnaces and diesel heaters.