



---

Position / Title	Site Superintendent
Reporting to	Project Manager
Last updated	January 2019

---

## Focus

The Site Supervisor is to be responsible of the management and coordination of all on-site elements of the project including 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 and project management. 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

- Plan site layout and staging.
- Study the drawings and fully understand the project to be able to lead others accordingly.
- Participate in project start-up meeting.
- Perform jobsite hazard assessment prior to commencing the job.
- Contact utilities and make arrangements for temporary power onsite – if required.
- Mobilize jobsite.
- Maintain an organized clean jobsite, including the construction office/trailer.
- Manage and document job cost extras for review by the PM and maintain as-builts plans.
- Maintain project plan working set including all site instructions and markup plan set as required to keep it current and complete.
- Review subtrade agreements and scopes of work.
- Review PCNs and assist with change orders.



- Review and submit RFIs to project team. Ensure responses are properly communicated and carried out.
- Conduct weekly site meetings with subtrades, consultants, owners and PM.
- Provide daily site reports to PM including progress pictures.
- Conduct Toolbox Talks on a weekly basis and perform daily huddles.
- Submit weekly safety reports to PM.
- 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.
- Collaborate with project managers, designers, engineers, clients and governing authorities to achieve the scope of work.
- Mitigate jobsite issues quickly and effectively in order to keep work on track and on time.
- Run weekly work plan meetings.
- Perform QC/QA checks and correct deficiencies.
- 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.
- Accept delivery of materials, ensuring they are in good conditions when received and stored properly until they are installed.
- Maintain positive relationships with customers, contractors, suppliers and other employees.
- Take care to keep confidential all sensitive Three Way Builders and client job information.

## Requirements

### QUALIFICATIONS

- 3+ years of experience running commercial build sites.
- Valid driver's license.
- Thorough knowledge and understanding of construction drawings, specifications, and schedules.
- Strong 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.
- 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.