THREE WAY BUILDERS

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Position / Title:	Senior Superintendent
Reporting to:	Operations Manager
Direct Reports:	Site Foremen and Field Personnel
Last updated:	October 2026

Focus

As a Senior Site Superintendent at Three Way Builders, you will lead the day-to-day field execution of commercial construction projects from mobilization through completion and turnover. Working closely with the Project Manager, Operations Manager, consultants, subcontractors and suppliers, you will translate contract documents and project plans into safe, well-coordinated and high-quality construction. You will bring strong technical knowledge, sound judgment and a proactive approach to site leadership, with a focus on schedule, quality, site logistics and client satisfaction.

Overall outcomes

The Senior Site Superintendent is accountable for directing on-site construction activities to achieve project milestones safely, on schedule and in accordance with drawings, specifications and Three Way Builders' standards. This role provides visible leadership for site personnel and trade partners, anticipates and resolves field challenges, and maintains disciplined planning, communication, documentation and quality control. Success requires ownership of the site from start-up through closeout.

Responsibilities

- Lead daily on-site construction activities for assigned commercial projects, from mobilization and layout through substantial completion, commissioning and turnover.
- Champion Health and Safety policies and COR requirements; conduct regular site inspections, toolbox meetings and safety discussions, and promptly address unsafe conditions.
- Review drawings, specifications, scopes of work and contract documents to identify discrepancies, constructability concerns, coordination gaps and potential risks.
- Work with the Project Manager and project team during pre-construction and start-up to establish construction methods, sequencing, site logistics, manpower, equipment needs and milestone schedules.

- Develop and maintain the site schedule, including short-term look-aheads and trade sequencing; monitor progress and implement recovery plans when milestones are at risk.
- Coordinate subcontractors, suppliers, consultants and site personnel to ensure work is sequenced and materials, equipment, access and information are available when needed.
- Lead site coordination meetings and use Pull Planning, Lean Construction principles and the Last Planner System where applicable.
- Maintain an organized, secure and efficient jobsite, including deliveries, material storage, equipment use, housekeeping, temporary facilities and shared work areas.
- Monitor workmanship against drawings, specifications and approved shop drawings; coordinate inspections and testing, track deficiencies and ensure corrections are completed.
- Coordinate RFIs, shop drawings, field instructions and design clarifications with the Project Manager and consultants so trades have current information.
- Identify field changes, delays, scope gaps, productivity issues and potential cost impacts early; communicate them promptly and support appropriate documentation.
- Work with the Project Manager to monitor labour, equipment, procurement and productivity, supporting delivery within the approved budget.
- Maintain accurate daily reports and site records covering manpower, progress, deliveries, inspections, incidents, delays and site instructions.
- Build positive relationships with clients, consultants, subcontractors and suppliers; address concerns respectfully and resolve site-level issues promptly.
- Provide direction and coaching to foremen, field staff and trade partners; set clear expectations for accountability, communication, workmanship and safety.
- Coordinate commissioning, deficiency completion, as-built information, closeout documentation and turnover activities.
- Attend project progress meetings, owner/consultant meetings and site walks as required; communicate status, risks and decisions needed.
- Represent Three Way Builders' values and commitment to quality, safety, continuous improvement and customer service.
- Travel to sites as required, including occasional overnight travel

Requirements

QUALIFICATIONS

- 10+ years of construction experience, including substantial experience leading commercial construction sites for a general contractor.
- Demonstrated success managing commercial projects through multiple phases, with responsibility for site coordination, scheduling, safety and quality.
- Strong understanding of commercial construction methods, building systems, sequencing, site logistics and trade coordination.
- Ability to read and interpret construction drawings, specifications, contracts, shop drawings and project schedules.
- Valid driver's license and willingness to travel to project sites as required.
- Commitment to safe work practices and current safety training; First Aid/CPR and WHMIS required, with other applicable training as needed.
- Gold Seal Certification, or willingness to work toward certification, is an asset.
- Training or experience in Lean Construction and the Last Planner System.
- Journeyperson certification, construction management education or equivalent practical experience is considered an asset.

SKILLS

- Strong leadership, planning, organization and time-management skills, with the ability to coordinate multiple trades and priorities.
- Proficiency with construction documentation and tools such as Procore, Bluebeam and Microsoft Office; familiarity with Microsoft Project, Primavera P6 or equivalent scheduling software is an asset.
- Clear written and verbal communication, including leading site meetings, providing direction and documenting issues accurately.
- Strong problem-solving and decision-making skills; able to assess field conditions, anticipate constraints and implement practical solutions.
- Sound understanding of quality assurance, inspections, deficiency management and project closeout.
- Ability to build effective working relationships with clients, consultants, subcontractors, suppliers and internal project teams.

PERSONAL ATTRIBUTES

- Self-starting, accountable and results-oriented, with a strong sense of ownership for site performance.

- Highly organized and detail-oriented, with a focus on planning ahead and following through.
- Calm and decisive under pressure, with the judgment to address issues early and escalate risks appropriately.
- Professional, ethical and consistent in applying company standards; collaborative and approachable while holding people accountable.
- Committed to continuous improvement, developing others and fostering a respectful, safety-focused jobsite culture.
- Client-focused and dedicated to delivering quality work and a positive project experience

Role Scope: This position focuses on direct leadership of commercial project sites. Company-wide oversight and development of the broader superintendent team remain with the General Superintendent and Operations Manager.