THREE WAY BUILDERS

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Position / Title	Site Superintendent (Travelling)
Reporting to	Project Manager (site specific)
Last updated	October 2026

Focus

The Site Superintendent (Travelling) is responsible for managing and coordinating all on-site elements of assigned construction projects, including scheduling, quality, safety, subcontractor coordination and site logistics. This position requires regular travel to construction sites, which may include overnight stays or extended periods away from home depending on project location and operational requirements. The successful candidate must be comfortable with a travel-based work arrangement and adaptable to changing project locations and schedules.

Overall outcomes

The Site Superintendent (Travelling) provides hands-on leadership at project sites and oversees trade and field personnel to ensure work is completed safely, on schedule and in accordance with drawings, specifications and quality expectations.

The successful candidate can establish and manage a well-organized jobsite independently, communicate consistently with the Project Managers, General Superintendent, and head office all while adapting to changing site conditions, locations and project teams. They represent Three Way Builders professionally with clients, consultants, subcontractors and suppliers.

Responsibilities

- Establish clear communication and expectations with the Project Manager (PM), providing regular updates on site progress, schedule changes, risks and issues requiring attention.
- Develop, review and maintain the project schedule with input from the PM and subcontractors. Account for sequencing, weather, material lead times and manpower requirements, and maintain a six-week look-ahead plan through weekly subcontractor work-planning meetings.

- Review construction drawings, specifications and site requirements to ensure work is properly planned, coordinated and completed in accordance with current project documents.
- Participate in project start-up meetings with Estimating and the PM to review budgets, subcontractor scopes and procurement requirements, and identify opportunities to improve cost efficiency.
- Coordinate site mobilization, layout, staging, temporary utilities and facilities, parking, fencing, utility locates and other site logistics.
- Supervise and coordinate workers, subcontractors, suppliers and equipment to maintain project schedules, quality standards and approved budget parameters. Resolve site issues promptly to minimize delays.
- Manage project documentation in Procore and other company systems, ensuring records are accurate and current. This includes daily site reports with progress photos, workforce hours, activities, deliveries, inspections, incidents, visitors and relevant weather conditions.
- Prepare and coordinate RFIs with the PM through Procore, linking them to relevant drawings, following up on responses and communicating clarifications to affected trades.
- Maintain current digital working drawings, revisions, site instructions and PCNs. Record as-built information using approved project tools and notify the PM of missing or conflicting information.
- Review PCNs and change-related work, assist with trade pricing and quote reviews, and verify additional hours and time-and-material work before approval. Ensure charges are appropriate to the authorized change directive and communicate potential cost impacts to the PM.
- Conduct job hazard assessments, regular site safety inspections and weekly toolbox talks in accordance with the COR safety program and company procedures. Collect and document subcontractor toolbox talks and report safety incidents through the appropriate system.
- Perform ongoing quality assurance and quality control checks, document and follow up on deficiencies, and verify work against approved drawings, specifications and shop drawings. Raise RFIs when information is missing or conflicting; do not sign off on final locations without appropriate verification.

- Schedule and coordinate inspections with consultants, testing agencies and local building officials, documenting results and ensuring deficiencies are addressed.
- Coordinate equipment requirements through the Maintenance and Equipment Manager, sourcing available Three Way Builders equipment before arranging external rentals.
- Receive and document material deliveries, verify quantities and condition, and ensure materials are properly stored and protected. Coordinate offloading responsibilities with subcontractors and suppliers.
- Maintain a clean, organized, safe and secure jobsite, including the construction office or trailer, and ensure compliance with applicable regulations, health and safety policies and procedures.
- Maintain positive working relationships with clients, subcontractors, suppliers and colleagues while protecting confidential company, client and project information.
- Uphold Three Way Builders' values, travel to assigned work sites as required, and maintain a dependable on-site presence throughout scheduled construction activities.

Requirements

QUALIFICATIONS

- Min. 3 years of experience supervising commercial construction sites; experience working at multiple or out-of-town project locations is an asset.
- Valid driver's licence and ability to travel regularly to project locations.
- Thorough knowledge of construction drawings, specifications and schedules.
- Working knowledge of wood framing, foundations, concrete and coordination of multiple construction trades.
- Strong understanding of carpentry techniques, construction methods and installation practices.
- Commitment to safe work practices and standards; proof of relevant 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
- Strong leadership and organizational skills, with the ability to manage a site and make sound day-to-day decisions independently.
- Clear written and oral communication skills and effective listening skills.
- Self-starter with strong work ethic and the ability to remain productive with limited day-to-day supervision from head office.
- Strong problem-solving skills, sound judgment and the ability to adapt to changing site conditions and unexpected issues.
- Familiarity with Bluebeam is considered an asset.

PERSONAL ATTRIBUTES

- Self-starting, highly motivated and goal-oriented, with a strong sense of ownership for site performance.
- Highly organized and systematic, with attention to detail, accuracy and follow-through.
- Strong interpersonal skills and the ability to work effectively with diverse personalities, teams and stakeholders.
- Professional, technically competent and comfortable representing the company independently at project sites.
- Confident, practical, ethical and accountable, with the ability to make decisions and escalate issues appropriately.
- Analytical and able to consider problems from multiple viewpoints before determining a course of action.
- Adaptable and resilient, with a positive approach to travel, changing work environments and extended project assignments away from home.
- Collaborative, approachable and able to build trust with others.

DAILY PHYSICAL REQUIREMENTS

- Frequently traverse uneven or rough ground, including rocky, excavated, slippery or frozen surfaces.
- Ascend and descend ladders, construction stairs and scaffolding multiple times throughout the workday.
- Occasionally lift or carry bulky construction materials or equipment, potentially weighing 50 lb (23 kg) or more, in accordance with safe lifting practices.
- Sweep, move and carry jobsite waste or materials as required to maintain a safe and organized work area.
- Use construction tools such as hammers, skill saws, levels and air tools when required and appropriately trained.
- Transport and set up temporary hoarding, tarps and walls as required by project conditions.
- Transport and set up temporary heating equipment such as fans, furnaces and diesel heaters when required and in accordance with safety procedures.