



# JOB DESCRIPTION

<b>Title</b>	Site Supervisor
<b>Level</b>	Level TBD
<b>Group</b>	Construction
<b>Reports To</b>	Construction Manager
<b>Updated</b>	January 2024

## Position Summary

The Site Supervisor is responsible for managing the project on-site from start to finish, including running construction meetings, working closely with the field staff and contractors to ensure all work is completed safely and efficiently while adhering to the scope of work as well as company and/or regulatory policies and procedures. A Site Supervisor has a solid understanding of construction processes, excellent communication skills, strong leadership abilities, and a commitment to safety and quality. Reports to the Construction Manager.

## Core Responsibilities

This position performs such duties and responsibilities as may be assigned including but not limited to the following:

### Supervision & Site Management

- Oversee construction projects on-site from start to finish, according to schedule, specifications and budget;
- Prepare and submit regular reports to project managers, verbal and/or written and using construction software;
- Proactively manage project discrepancies, changes in project scope, identify potential issues, and devise contingency plans;
- Review change orders;
- Quantify and organize materials and deliveries to meet the construction schedule
- Maintain accurate and up-to-date records of daily activities, including work progress, materials received, and any issues encountered;
- Ensure that construction activities are progressing according to the project schedule;
- Coordinate work with inspections as required;
- Manage and complete deficiency lists;
- Plan ahead to prevent problems and resolve any emerging ones; analyze, manage and mitigate risks;
- Identify potential delays and implement strategies to keep the project on schedule;
- Monitor performance of contractors, sub-contractors and staff;
- Maintain the project budget and report any variances to the Project Manager;
- Maintain the project schedule and report milestones;
- Allocate site resources, materials, contractors, sub-contractors and other staff;
- Utilize project management software to ensure the reporting it provides is current and accurate;
- Ensure contractual agreements with architects, consultants, clients, suppliers and subcontractors are met;
- Ensure quality construction standards and the use of proper construction techniques;

- Ensure accuracy and quality of all work on site; maintain compliance of quality control procedures.

### Safety Compliance

- Responsible for a safe, secure and healthy work environment by adhering to and enforcing safety codes;
- Ensure Health & Safety legislated guidelines and company safety policies are adhered to;
- Provide guidance and training to construction crews to ensure that they are working efficiently and safely.

### Leadership

- Effectively communicate project expectations to team members, contractors and subcontractors;
- Support communication of project and site information and updates to site teams, leadership team and owner;
- Provide process oversight; ensure team compliance with internal standards, practices, policies, procedures, and relevant legislation and regulations;
- Stay current with industry best practices, and regulations, trends, building materials and building processes;
- Contribute to the development of best practices and tools for project execution and site management;
- Identify areas for improvement and implement streamlined workflows;
- Provide team support; offering leadership and supervision to the site, providing support, training and guidance;
- Conduct performance evaluations; provide feedback and coaching;
- Conduct reviews of others' work.

### Other

- Support the implementation of the Span West & Tamarack's Strategic Plans by collaborating with other employees to implement projects and initiatives that advance the Strategic Priorities and help meet the Strategic Objectives;
- Ad hoc responsibilities include occasional and one-time responsibilities as needed and identifying any work, issue or task that does not appear to be under the care of any particular Job Description, and proactively resolving the work, issue or task or flagging it to the appropriate co-worker for their attention.

### **Scope of Authority**

Take all reasonable action and use discretion necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies or conflict with sound business judgment.

### **Measures of Performance**

- Maintain a strong customer service culture by providing positive business and customer relationships.
- Adhere to the Span West | Tamarack values of being Collaborative, Detailed, Creative and Understanding.
- Support the achievement of key performance indicators from the company's strategic plan.
- Completing all assigned tasks in a professional and detailed manner.

## Qualifications and Abilities

### Education / Experience

- Bachelor's degree or accreditation designation is required from a recognized institute in Construction Management, Architecture, Engineering or relate field (such as: PMP, CM, CET, A.Sc.T, );
- Typically requires a minimum of eight (8) years on-site construction experience with four (4) years in a managerial role;
- Journeyman red seal carpenter;
- Possession of safety & training certifications, such as, but limited to; CSTS, WHMIS, First Aid, etc.;
- Valid driver's license;
- Proven working experience in construction management and understanding of all facets of the construction process;
- Experience and knowledge of building products, construction details and relevant rules, regulations and quality standards;
- A combination of education and experience that provides the ability to meet the requirements of this position.

### Knowledge, Skills, and Abilities

- Advanced knowledge of construction management processes, means and methods;
- Has proven effective leadership skills;
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards;
- Has a solid understanding of project construction sequencing, construction terminology, and project controls;
- Possesses in-depth understanding various construction trades and their respective requirements;
- Up-to-date with industry best practices, trends, building materials and building processes;
- Understanding project management principles and methodologies to plan, schedule, and execute construction projects efficiently;
- Read and understand project scope, specifications and drawings;
- Has a comprehensive understanding of safety protocols and regulations to ensure a safe working environment for all personnel on the construction site;
- Knowledge of budgeting, cost estimation, subcontract coordination, material procurement and financial management to keep projects within budget and on schedule;
- Ability to implement and oversee quality control processes to ensure that construction work meets the required standards and specifications;
- Skilled at identifying potential risks and implementing strategies to mitigate them, ensuring smooth project execution;
- Possess well-developed communication, interpersonal and reporting skills (verbal and written);
- Skilled in negotiating, resolving conflicts and disputes;
- Have competent computer (and phone) skills – experience working with construction management software packages and basic Microsoft Office and Google software (with the ability to use Google to manage emails, schedule meetings, and organize your calendar);
- Be able to use general office equipment;

- Ability to adapt to changing project conditions, unforeseen challenges, and evolving priorities;
- Diligent in reviewing plans, specifications, and project details to catch potential issues before they become problems;
- Efficient and organized multitasker working in a fast-paced environment with a knack for managing multiple responsibilities simultaneously;
- Ability to work independently and within a team;
- A creative mind with an ability to suggest improvements.

### Working Conditions

- Working on an active construction site, mainly outdoors, working in any weather conditions
- Typical on-site management office work required
- If not local to the project area, travel required with overnight stays
- Ability to work long hours
- Lifting, carrying, walking the sites including up/downstairs required daily
- Capable to lift or move up to 50 lbs occasionally

### Employee Review

I have read the above and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude Senior Management’s authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company’s needs. I have been given a copy of this description.

Employee’s Signature	Date
Manager’s Signature	Date