

Position Description

Title: Site Supervisor
Department(s): Construction
Reports to: Project Manager
Revision Date: October 2017

Position Classification: **Exempt (Salary)** **Non-Exempt (Hourly)**
 Full Time **Part Time**

Primary Objectives:

Mission

- The Site Supervisor contributes to the company's overall strategic plan and growth strategy as it directly relates to the timely and efficient completion of construction projects.

Site Supervision

- The Site Supervisor's role is to complete construction projects by planning, organizing, and controlling projects; completing quality inspections; and supervising staff and sub-contractors.

Responsibilities:

Core Responsibilities

- Accomplish construction human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; and adhering to policies and procedures
- Manage sub-contractors by locating, evaluating, and selecting sub-contractors; and monitoring and controlling performance
- Meet operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying construction management system improvements
- Manage construction budget by monitoring project expenditures; identifying variances; implementing corrective actions; providing non-project annual operating and capital budget information
- Accomplish construction project objectives by confirming project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions

- and conclusions; resolving design problems; evaluating and implementing change orders
- Approve construction projects by conducting inspections at critical phases; obtaining approvals from buyers
- Prevent fines and interruptions by complying with, and enforcing, codes
- Maintain safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations
- Update job knowledge by tracking and understanding emerging construction practices and standards; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Enhance organization reputation by accepting accountability for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

Construction Management Planning

- Review preliminary specifications
- Work with Project Manager to review preliminary plans for feedback with regards to cost & design, job scope, schedule and budget
- Adhere to engineer working drawings and specifications in design and construction phases
- Consult with engineers and architects on design issues and change orders
- Visit new site with Project Manager to ensure proper planning/organization (i.e. site office, storage, temporary fence and temporary power)

Implementation

- Develop and maintain a detailed project schedule and manage execution of work
- Execute construction project as per plan with ability to make decisions on behalf of Abstract and/or client with best interest in mind with respect to value and design
- Review competitive tenders and bids with Project Manager
- Ensure complete and accurate construction drawings
- Obtain Building Permit as requested by Project Manager
- Participate in pre-construction meeting, provide pre-construction checklist, specifications, estimated schedule and drawings
- Maintain trades and vendor relations and preferred bid list, while ensuring up-to-date insurance and WCB certificates in cooperation with Project Manager
- Implement and manage purchasing system including writing, approving and cost coding invoices
- Verify invoices are in accordance with quotes and budgets
- Ensure a final deficiency list is created prior to the Pre-closing walk-through
- Provide the client with Operations and Maintenance Manuals and deficiency lists
- Participate in Post Mortem discussions
- Involve vested parties at critical times as per schedule with reasonable notice
- Participate in the home walk-throughs with the Project Manager and the homeowner – and

Abstract executives as may be appropriate from time to time

- Participate in the home walk-through upon completion of the final deficiency list and obtain Homeowner sign-off before closing and return signed form to the office
- Assist the Warranty Manager on warranty service and Homeowner complaints
- Participate in post-construction analysis of each project after all costs are recorded
- Evaluate and recommend how Abstract can improve upon the total process

Documentation

- Develop and maintain schedule with Project Manager. Document all aspects of the schedule and budget management for review by Project Manager
- Review Two Week Look Ahead Schedules, Extra Work Orders, Packing Slips, Invoices, Bills, Daily Site Reports, Insurance Documents & Safety Forms
- Issue Purchase Orders and Subcontracts as per protocol
- Ensure accurate, timely completion and input of Abstract employees time cards
- Maintain a Communications Log for each project

Regulatory Compliance

- Maintain current knowledge of local building codes, zoning and safety regulations
- Personally comply with all company safety standards
- Ensure safety program is in full effect and general public, visitors and workers are protected from site activities
- Ensure site follows all WCB and OH&S legislated requirements
- Construct projects in compliance with all applicable company, national, provincial, and local regulations

Company Policies & Procedures

- Is compliant with all company policies & procedures, and Employee Handbook standards
- All Abstract sites are smoke, drug and alcohol free
- Wear approved Abstract shirts and see that all employees do the same

Leadership

- Ensure all sites operate a clean and safe work place.
- Be accountable and make others accountable for that which they have agreed
- Represent Abstract Construction with customers as if it were your own company
- Assures that relevant policies, site rules & regulations are complied with
- Generate feedback with regards to all suppliers and subcontractors
- Promote company safety program
- Communicate with team members
 - Lead/instruct employees, delegate responsibilities
 - Ensure team members are wearing appropriate clothing and protective gear (i.e. safety gear, hard hats, etc.)

Role Modeling

- Attend and actively participate in meetings, training courses and corporate functions with a positive, constructive attitude
- Chair or Co-Chair meetings to lead the construction team on certain challenges and issues
- Treat Abstract employees, customers and vendors with respect and expect the same
- Attend specific courses as required and/or desired to keep current on industry changes - be “cutting edge”
- Provide strong leadership and motivation to all parties working on site and set a positive work environment
- Fully support systems and policies to ensure efficiency, productivity, quality and/or profitability
- Live the Abstract Mission, Vision and Core Values - lead by example
- Always look for a faster and cost effective way of completing tasks, including during design and construction phases of projects

Mentoring

- Actively mentor employees; one-on-one mentoring or in a group setting
- Teach, train, groom and motivate Abstract field staff and subcontractors to encourage and maintain top performance
- Encourage an inter-company team that supports the company direction
- Participate in the development of relevant policies and procedures to facilitate quality improvement in the work environment
- Share your story and passion with others

Qualifications, Skills and Attributes:Experience

- Minimum ten years experience formally supervising construction sites, and successfully delivering construction projects (i.e. custom homes, commercial developments, civil projects, etc.)
- Recent, related construction experience on work sites

Education/Knowledge

- Minimum secondary school completion; post-secondary training/education in a related field preferred (e.g. engineering, construction management and/or construction science)
- Professional Development – a track record of remaining current on industry developments, new products, etc.
- Knowledge of construction management tools and techniques, such as scope definition, changes, project scheduling, critical path, estimating, budgeting, reporting, scheduling, and cost control
- Meet regulations and requirements of and stay current with the regulations of Workplace Health and Safety

Certifications/Licenses/vehicle:

- Formal certification such as ASCT, EIT, P.Eng, PMP and/or GSC is an asset
- Must have a vehicle in good operating condition

Required Skills/Abilities:

- Ability to read and interpret blueprints
- Must be confident in layout ability; able to schedule and coordinate job site activity (including sub-trades); and must be able to adhere to the safety standards of the company
- Highly organized with effective managerial, communication and problem solving skills
- Ability to develop and maintain a healthy working relationship with staff, clients, consultants, trades and regulatory authorities
- Capable of working in a dynamic, fast-paced environment
- Computer literate for field/office communication – Outlook, Word, Excel, MS Project and Corecon

Attributes & Behavioral Competencies:

- Analyze information and evaluate results to choose the best solution and solve problems
- Inspect equipment, structures, or materials to identify the cause of errors, other problems or defects
- Schedule events, programs, and activities, as well as the work of others to meet goals and work plans
- Observe, request, and otherwise obtain information from all relevant sources. Source out



information when it is not provided

- Communicate with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail
- Ability to get members of a group to work together to accomplish tasks - develop constructive and cooperative working relationships with others, and maintain them over time
- Ability to determine sizes, distances, and quantities; or determine time, costs, resources, or materials needed to perform a work activity
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards
- Develop, design, or create new applications, ideas, relationships, systems, or products, including creative, innovative and artistic contributions
- Perform day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Monitor and control resources and oversee the spending of money
- Encourage and build mutual trust, respect, and cooperation among team members. Provide guidance and direction to subordinates, including setting performance standards and monitoring performance

Work Schedule:

The Site Supervisor works a flexible schedule of full-time work and is required to be available on short notice in the best interest of the construction clients outside of normal business hours on occasion. There are requirements to travel when appropriate, as well as working both evenings and weekends when appropriate and beneficial to their job responsibilities.

Limitations & Disclaimer:

The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.