



CAREERS

Site Superintendent

Jen-Col Construction Ltd. is looking for a Site Superintendent. The Site Superintendent will be responsible for all aspects the project on worksites, including job startup/pre-planning, organizing, directing, controlling, and evaluating construction projects from start to finish. The incumbent monitors workers and subcontractors to ensure that duties are being completed in an efficient, effective, and safe manner.

Qualifications and Education Requirements

- In depth Knowledge of workplace safety and safe lifting and handling procedures in the commercial/institutional construction industry. First aid skills and/or certificates
- Knowledge of and proficiency in the practical application of carpentry principles, techniques, and procedures
- Time management skills
- Strong attention to detail
- Highly organized and able to prioritize responsibilities
- Highly effective negotiation, diplomatic, and conflict resolution skills
- Able to read building specifications, blueprints, and as-builds
- Mathematical skills and analytical skills necessary to do material and labour estimates
- Knowledge of local, provincial, and federal workplace compliance regulations, ordinances, and legislation
- Excellent oral and written communication and liaison skills with stakeholders and sub-trades
- Proven track record of analyzing project scope, cost, and schedule, and taking appropriate action to ensure the project is completed in a timely manner, on budget, and to all specifications and requirements
- Proven ability to take initiative and confirm the accuracy of information that is sent and received
- Strong working knowledge of the Microsoft Office suite of programs and email

Responsibilities

- Lead work on all commercial/institutional construction sites to ensure compliance with design, project specifications, regulations, and safety codes
- Ensure the overall safety of all workers onsite by performing regular checks and inspections during site visits
- Aid with the planning, organizing, direction, control, and evaluation of construction projects onsite from start to finish per schedule, specifications, and budget
- Assist with the preparation and submission of construction project budget estimates
- Ensure the proper execution of project start-up and construction management process
- Plan and prepare construction schedules and monitor progress against established schedules
- Mentor, supervise, coordinate, and direct all construction workers on the worksite
- Manage team's performance goals and evaluation competencies
- Schedule proper staffing levels onsite each day to ensure that the project is completed as scheduled
- Ensure that proper materials and quantities of materials are onsite each day prior to daily work commencing

- Attend project meetings with internal and external parties to monitor and report on construction progress
- Ensure all contractual issues are resolved and dealt with in a timely manner
- Complete administrative duties onsite including timesheets, take offs, purchases, change requests, and daily logs, and any other documentation as required
- Prepare progress reports and issue progress schedules to clients
- Organize and coordinate the activities of subcontractors
- Plan, implement, and monitor the construction plan, including all scheduling and logistics
- Responsible for QA/QC on site and entering data in FTQ system to track and minimize deficiencies
- Ensure accurate and timely project close-out
- Represent the company on matters such as business services

Working Conditions

- Frequently required to sit or stand for long periods
- Climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet
- Use of Personal Protective Equipment will be required (e.g. hard-hat, safety boots, etc.)
- Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt
- Noise level is generally loud
- Additional hazards associated with the construction industry
- Drive a company vehicle

Please send your resume to careers@jen-col.com