

Superintendent

The Superintendent, under the direction of the Project Director, is primarily responsible for all aspects of the project on worksites, including job start-up/pre-planning, organizing, directing, controlling, and evaluating construction projects from start to finish. He/she monitors workers and subcontractors to ensure that duties are being completed in a safe, efficient, and effective manner. The Superintendent manages large, complex projects or multiple smaller projects of standard complexity.

QUALIFICATIONS

- Candidate must be available for out-of-town work (generally in the Edmonton area and north, e.g., Grande Prairie)
- In-depth knowledge of workplace safety requirements and procedures in the commercial/institutional construction industry
- Knowledge of local, provincial, and federal workplace compliance regulations, ordinances, and legislation
- Proficiency in the practical application of carpentry principles, techniques, and procedures
- Able to read building specifications, blueprints, and as-built documents
- In-depth knowledge of building systems, materials, and components
- Familiarity with mechanical and electrical systems
- Mathematical and analytical skills necessary to perform material and labour estimates
- 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
- Demonstrated ability to identify scarce resources and effectively manage them
- Ability to build and maintain relationships with a project team
- Highly effective negotiation, diplomatic, and conflict resolution skills
- Excellent oral and written communication skills with the ability to effectively liaise with stakeholders and subtrades
- Proven ability to take initiative and confirm the accuracy of information that is sent and received
- Adaptable and receptive to changing circumstances
- Effective time management skills

- Highly organized and able to prioritize responsibilities
- Able to consistently achieve targeted deliverables completely and accurately
- Superior leadership abilities with a demonstrated track record of dealing successfully with internal and external customers
- Able to lead a team in high pressure situations
- Strong attention to detail
- Proactive in ensuring job knowledge is current
- Strong working knowledge of the Microsoft Office suite of programs including MS Project

EDUCATION & EXPERIENCE

- Minimum of ten (10) years' commercial/institutional construction experience in a supervisory capacity
- Completion of a construction or building technology diploma or an engineering degree
- Journeyman Carpentry ticket (Red Seal certification preferred)
- NCSO designation is an asset
- Able to obtain security and vulnerable sector clearances
- Valid driver's license

RESPONSIBILITIES

- Assist with the preparation and submission of construction project budget estimates
- Ensure the proper execution of project start-up and the construction management process
- Plan and prepare construction schedules and monitor progress against established schedules
- Organize and coordinate the activities of subcontractors
- Verify personal protective equipment (PPE) requirements and coordinate the replacement of any equipment that is damaged or put out of service
- Aid with the planning, organizing, direction, control, and evaluation of construction projects on site from start to finish according to schedule, specifications, and budget
- Work with project management team to ensure the project is running efficiently and effectively
- Lead work on all commercial/institutional construction sites to ensure compliance with design, project specifications, regulations, and safety codes
- Ensure that proper materials and quantities of materials are onsite each day prior to daily work commencing
- Schedule proper staffing levels onsite each day to ensure the project is completed as scheduled

- Mentor, supervise, coordinate, and direct all construction workers on the worksite
- Assist in the implementation of training programs and the development of site personnel
- Manage team's performance goals and evaluate competencies
- Ensure the overall safety of all workers on site by performing regular checks and inspections
- Attend project meetings with internal and external parties to monitor and report on construction progress
- Ensure all contractual issues are dealt with and resolved in a timely manner
- Complete administrative duties onsite including timesheets, take offs, purchases, change requests, daily logs, and any other documentation as required
- Prepare progress reports and issue progress schedules to clients
- 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

- Indoor and outdoor locations at various construction sites
- Walking and standing for long periods of time
- Bending, crouching, and crawling
- Climbing ladders and working at heights
- Working near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt
- Use of Personal Protective Equipment (PPE) is required (e.g., hard hat, safety boots, etc.)
- Noise level is generally loud
- Manual dexterity required to operate computer and peripherals
- Additional hazards associated with the construction industry
- Driving of a company vehicle

Please send resumes to careers@jen-col.com or through our website's Careers portal at <https://jen-col.com/careers>.