



## **SITE SUPERINTENDENT** **(MID/HIGH & LOW RISE)**

As a key member of the DeSantis Homes leadership team, the Site Superintendent is responsible for maintaining the daily performance goals of the project's workers, including sub-contractors, and coordinating work efforts to ensure activities are sequenced correctly. The Site Super is versed in various construction trades so that he/she can accurately inspect and evaluate the multiple scope elements on a project, including: evaluating workmanship and quality, ensuring the project schedule is being met, reviewing any plan discrepancies in the field, coordinating activities between subcontractors and resolving any disputes which may arise on the job site. The Site Superintendent reports to the Construction Director and shares Labour and Trade resources with other Superintendents.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates the crew(s) and must understand and consistently apply the Company policies
- Responsible for coaching, developing and directing staff, including taking corrective action when required
- Provide leadership that results in a safe work culture
- Be responsible and accountable for the safety of the crew under his/her direction
- Must understand and accept the importance and legal liability of the role
- Champions an inclusive employee relations culture, is accountable for the adherence to policies and procedures by the crew to ensure a respectful and inclusive work environment
- Conduct drawing reviews and coordination with engineers
- Manage and monitor cost control during project construction, coordinating pool of shared Trades and Labourers
- Effectively manage equipment, materials and Trade Contractors to achieve targeted profit margins
- Achieve project schedule by looking ahead and identifying weekly deliverables for own Labour team and Trade Contractors.
- Accountable for following project plans and schedules and ensuring that crews under his/her direction perform daily and weekly activities to meet production goals
- Accountable for ensuring that the completed work meets quality standards.
- Accountable for the preparation of reports and project documentation as required, including site foreman's log and site reports, daily production records, daily time keeping.
- Recommending personnel actions such as hiring, releasing, promotions and discipline.
- Maintain a clean, organized and professional job site
- Conduct weekly trade meetings
- Create and maintain deficiency list
- Work closely with Service and Office for higher standard of finishing



- Monitor progress and collaborate with Project Manager to make adjustment to construction schedule as required
- Promote and enforce a safe working environment, adhering to all relevant health and safety regulations and best practices
- Identify potential risks and develop risk mitigation strategies to avoid project delays and cost overruns
- Provide regular updates on project progress, milestones, and potential issues
- Address and resolve any issues or challenges that arise during the construction process
- Proactively identify solutions to keep the project on track
- Maintain accurate and organized project documentation, including contracts, change orders, progress reports, and other project-related records
- Supervise and manage construction teams, including contractors and subcontractors. Provide guidance and support to ensure that work is carried out efficiently and effectively
- Ensure that all construction activities comply with environmental regulations and other relevant laws
- Conduct post-construction evaluations to assess project success, identify areas for improvement, and gather lessons learned for future projects
- Ensure PPE are distributed and used – hard hats, protective eyewear, gloves, clothing, bibs, ear plugs, traffic cones, etc.
- Ensure the contractor / trade are using the required Personal Protective Equipment (PPE): hard hats, safety shoes, safety harness, gloves, protective eyewear, ear plugs, masks, respirators, back supports, etc.
- Ensure outside contractors doing onsite work, are adhering to Health & Safety standards and provide proof of WSIB coverage and insurance
- Ensure proper guidelines / training / signs / first aid / certifications / fire access, etc. are made and always maintained across the department
- Ensure proper 'incident reports' are filed and maintained correctly and sent to Health & Safety
- Ensure that drivers are properly equipped, wearing vests, carrying roadside emergency kit (ex. fire extinguisher, hammer, first aid, flares, etc.), tires, steel snips, straps, log books (including circle checks completed), etc.
- Actively monitor staff for any safety violations including writing up and filing violations
- Ensure any deficiencies are noted and brought to the appropriate department, making sound decisions to take unsafe vehicles or equipment out of service and repaired
- Ensure PPE are distributed and used – hard hats, protective eyewear, gloves, clothing, bibs, ear plugs, traffic cones, etc
- Ensure proper guidelines / training / signs / first aid / certifications / fire access, etc are made and always maintained across the department
- Ensure proper 'incident reports' are filed and maintained correctly and sent to Health & Safety



#### **DESIRED SKILLS & QUALIFICATIONS:**

- College or university degree in construction management
- Min. 5 years progressive experience in the general contracting industry as a Site Supervisor with focus on projects
- Extensive construction experience in an environment with strong working knowledge of the Ontario Building Code and associated regulations
- Previous leadership, supervisory and project management experience
- Experience with reading/checking architectural drawings and blueprints.
- Strong self-starter and self-driven individual who leads by example. Strong ability to work well and build relationships with Trades, Suppliers and other team members.
- Valid driver's license
- Strong desire to ensure all customer interactions are handled efficiently and effectively
- Excellent computer skills and working knowledge of Microsoft Office, BuilderLynx and Procore
- Superior verbal and written communications skills
- Exceptional organizational skills, attention to detail and ability to manage many projects simultaneously
- Superior time-management skills are essential
- Must have excellent attention to detail and high level of accuracy.
- Must have mathematical, analytical and problem-solving skills
- The ability to work in a team environment while efficiently and effectively managing the workload of the position and the team

*Job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*