



Job Description

Job Title: Site Superintendent– Construction

Reports to: Director/Snr Project Manager

Salary Range: Annual Salary – 80% (25th percentile) - 100% (75th percentile)

Overview:

This position is accountable for all on-site construction activity in the Province of Alberta. This would include residential, commercial, mixed use and major TI in existing malls from inception to homeowner/tenant possession

Responsibilities and Duties:

- ❖ Ensure all work is performed by contractors and suppliers to contract documents (including drawings, specifications and contract scopes of work).
- ❖ Attend Contractor and Consultant meetings.
- ❖ Chair Weekly Foreman's Meetings.
- ❖ Review of and input on trade's scope of work.
- ❖ Review construction plans with the Project Manager.
- ❖ Ensure that efficiencies in value, quality and performance are being utilized on the project.
- ❖ Oversee and direct all Anthem field personnel on the project.
- ❖ Review all project plans, specifications, applicable documentation and report any omissions or discrepancies directly to the Construction Manager.
- ❖ Review and maintain the construction schedule and ensure that all contractors and suppliers comply with the critical dates they are required to meet. Review weekly with the Project Manager.
- ❖ Ensure preparation and implementation of construction documents is in accordance with the established APG Construction process.
- ❖ Maintain constant communications with Senior Management, Consultants, Inspectors and all applicable officials related to the ongoing construction of the project.



- ❖ Maintain a daily log recording all telephone discussions, site visitors, meetings and problems encountered.
- ❖ Take full responsibility to ensure that all Municipal Inspections, Professional Inspections, Occupancy Permits and possession dates have been achieved to the satisfaction of the Construction Manager.
- ❖ Immediately notify the Project Manager of any problems that may arise that have a direct effect on the construction schedule, budget or site safety conditions.
- ❖ Assume direct responsibility to ensure the quality of construction, products and finishing are at the level acceptable to Anthem.
- ❖ Review monthly with the Project Manager contractor draws, supplier invoices and overall budget allowances.
- ❖ Enforce and monitor the Occupational Health & Safety Act and Work Safe BC regulations to ensure a safe jobsite. Understand thoroughly APG Construction Health and Safety Plan and execute its requirements
- ❖ Suggest any cost saving changes or procedures that might have a direct effect on the construction schedule or budget to the Project Manager.
- ❖ Adhere to all company policies with respect to overtime, vacation and procedures that are in place now or may be forwarded from time to time by Senior Management.
- ❖ Take responsibility for the preparation of contractor deficiency lists prior to occupancy and ensure that each unit and the common areas are 100% complete.
- ❖ Ensure contractor deficiency lists are prepared, distributed and completed prior to the Customer Service Orientation.
- ❖ Ensure completion of Customer Service Orientation deficiencies prior to the completion date of the home.
- ❖ Respond to emergencies on the site in the off hours.

Training and Qualifications:

- ❖ Bachelor's Degree in Manufacturing and/or Engineering, with a concentration in Operations Management an asset.
- ❖ Minimum of 15+ years' experience (Wood Frame/High Rise) required.
- ❖ Minimum of 10+ years Construction experience in a supervisory or management capacity.



- ❖ Intermediate computer skills: MS Office (Word, Outlook, Excel, Access, Power Point, Project)
- ❖ Journeyman Trade Certification in a related Construction trade.