



Modern Thinking. Timeless Values.™

SITE SUPERVISOR

Change *Your Career* for the Better.

We are currently looking for a Site Supervisor to join our Reid's Heritage Homes (RHH) Mid Rise team to fulfill a vacancy in Collingwood.

Specifically, the duties and responsibilities of the Site Supervisor is to:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values and Leadership Drivers
- Supervise, coordinate, and plan site personnel activities as well as sub-trades and other contractors
- Assist in determining method of construction, manpower required, material quantities, equipment, temporary power sources, work schedule and document actual hours worked
- Maintain daily site log documenting work progress, deficiencies, and follow-up action required
- Ensure complete and up to date project documents (drawings, specifications, change notices etc) are maintained on site at all times, confirm site personnel and sub trades are working with most current documentation
- Ensure that job site is kept clean and clear of debris and hazards at all times through enforcing trade clean-up requirements and regular inspection
- Maintain job site safety board throughout entire duration of project and ensure all signage and demarcation of work areas are in place at all times
- Maintain liaison with Project Manager, consultants, owner representatives, and authorities to ensure work complies with drawings, specifications and local codes
- Assist in resolving construction problems (lack of productivity, work interfaces, etc.) as required
- Monitor site personnel and sub trade compliance with health and safety requirements; document and ensure corrective measures are implemented
- Enforce RHH Health and Safety policy, ensure all personnel attending site have had proper safety orientation and have RHH Safety decals visible on their hard hats
- Ensure all required inspections, materials, equipment etc., and support personnel activities are coordinated with project schedule
- Communicate problems and information requests efficiently to avoid schedule disruption and unplanned costs
- Perform additional duties as assigned

The Site Supervisor we seek will demonstrate the following qualifications:

- Commitment to our organization's progressive culture, including our company Core Values and Leadership Drivers
- Minimum 8 years of experience in Residential projects, with a minimum of 5 years in a supervisory role, Engineering or Architectural Degree is an asset
- A valid class G driver's license and clean driver's abstract
- A proven knowledge of construction technology, documentation, methods, equipment, tools and work procedures
- Good understanding of construction scheduling, cost control, quality control, and excellent ability to supervise and direct groups of trades and personnel

- Strong knowledge of construction site operations including Occupational Health and Safety compliance
- Proven leadership and problem solving capabilities and ability to meet deadlines
- Excellent verbal and written communication skills
- Ability to work independently and as part of the project management team
- Excellent time management and organizational skills
- Computer literacy an asset – Microsoft Office, Microsoft Project, Bluebeam, Procore /AutoCad

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to hrinfo@heritagehomes.com, specifying the title of the position. For more information, visit www.reidsheritagehomes.com.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

