



JOB DESCRIPTION

Title	Site Supervisor
Level	
Group	Construction
Reports To	Construction Manager
Updated	February 2025

Position Summary

The Site Supervisor is responsible for managing the project on-site from start to finish with a focus on implementing Lean Construction principles. They collaboratively support the Project Manager (PM) to plan, organize and evaluate the construction projects. This includes running construction or safety meetings, working closely with the field staff and contractors to ensure all work is completed safely and efficiently while adhering to the schedule, scope of work as well as company and/or regulatory policies and procedures. A Site Supervisor has a solid understanding of construction processes, excellent communication skills, strong leadership abilities, and a commitment to safety and quality. Reports to the Construction Manager.

Core Responsibilities

This position performs such duties and responsibilities as may be assigned including but not limited to the following:

Supervision & Site Management

- Supports & collaborates with the Project Manager with oversight of construction projects from start to finish, according to schedule, specification and budget.
- Ensure that construction activities are progressing according to the project schedule.
- Maintain the project schedule and report milestones.
- Coordinates with project team to facilitate planning sessions, work plans and daily huddles.
- Support the preparation of construction project budgets with the Project Manager.
- Proactively manage project discrepancies, changes in project scope, identify potential issues, and devise contingency plans.
- Maintain accurate and up-to-date records of daily activities, including work progress, materials received, and any issues encountered.
- Inspect the building and site daily.
- Coordinate with project Manager and act as the Representative on receiving and filing of permits and licenses with the Authority Having Jurisdiction (AHJ).
- Administer the purchase of required building materials through collaboration of the Project Manager.
- Read drawings, blueprints, sketches and the schedule to fully grasp project requirements.
- Coordinate work with inspections as required.
- Manage and complete deficiency lists.
- Ensures continuous improvement through the identification of inefficiencies and recommending appropriate countermeasures.
- Plan ahead to prevent problems and resolve any emerging ones; analyze, manage and mitigate risks.
- Identify potential delays and implement strategies to keep the project on schedule.

- Monitor performance of contractors, sub-contractors and staff.
- Maintain the project budget and report any variances to the Project Manager.
- Utilize project management software to ensure the reporting it provides is current and accurate,
- Stay current & ensure quality construction standards and the use of proper construction techniques.
- Oversee compliance of site quality control protocols and programs.

Safety

- Oversee compliance of site safety protocols and programs.
- Maintain a clean, organized, and professional site environment.
- Responsible for safe, secure and healthy work environment by adhering to and enforcing safety codes.
- Ensure Health & Safety legislated guidelines and company safety policies are adhered to.
- Promote a culture of safety and compliance and lead by example.
- Take responsibility for your own health and safety, and that of other workers ensuring all are working in a safe manner and following safety protocols (Occupational Health and Safety Regulations, Span West safety policies, etc.)

Leadership

- Effectively communicate project expectations to team members, contractors and subcontractors.
- Support communication of project and site information and updates to site teams, leadership team and owner.
- Provide process oversight; ensure team compliance with internal standards, practices, policies, procedures, and relevant legislation and regulations.
- Stay current with industry best practices, and regulations, trends, building materials and building processes.
- Contribute to the development of best practices and tools for project execution and site management.
- Identify areas for improvement and implement streamlined workflows.
- Provide team support, offering leadership and supervision to the site, providing support, training and guidance.
- Conduct performance evaluations; provide feedback and coaching.
- Conduct reviews of others' work.

Other

- Support the implementation of the Span West & Tamarack's Strategic Plans by collaborating with other employees to implement projects and initiatives that advance the Strategic Priorities and help meet the Strategic Objectives.
- Ad hoc responsibilities include occasional and one-time responsibilities as needed and identifying any work, issue or task that does not appear to be under the care of any particular Job Description, and proactively resolving the work, issue or task or flagging it to the appropriate co-worker for their attention.

Scope of Authority

Take all reasonable action and use discretion necessary to carry out the delegated responsibilities so long as such action does not deviate from established policies or conflict with sound business judgment.

Adhere to the Financial Scope of Authority.

Qualifications and Abilities

Education / Experience

- Bachelor's degree or accreditation designation is required from a recognized post-secondary institute/professional association/college/university in Construction Management, Architecture, Engineering or relate field (such as: PMP, CM, CET, A.Sc.T).
- Typically requires a minimum of ten (10) years on-site construction experience with five (5) years in a managerial role.
- Certificate of Management – Lean Construction (CM-Lean) and Lean Six Sigma certificates would be considered an asset.
- Journeyman Red Seal Carpenter.
- Possess training/holds certification in Health & Safety, at a minimum: Workplace Hazardous Materials Information System (WHMIS), Construction Safety Training Systems (CSTS), Fall Protection, Aeiral Work Platform, Bobcat-Skid Steer Loader, Telehandler -Forklift – Zoom Boom, Supervisor.
- Valid driver's license.
- Proven working experience in construction management with the understanding and ability to demonstrate/apply all facets of the construction process.
- Experience and knowledge of building products, construction details and relevant rules, regulations and quality standards.
- Must be authorized to work in Canada.
- A combination of education and experience that provides the ability to meet the requirements of this position could be considered.

Knowledge, Skills, and Abilities

- Advanced knowledge of construction management processes, methods, and building products, with a strong understanding of relevant regulations and quality standards.
- Proven leadership skills with experience in Lean Construction principles and project sequencing.
- In-depth knowledge of construction trades, project controls, and industry best practices.
- Ability to read and understand project scope, specifications, and drawings.
- Has a comprehensive understanding of safety protocols and regulations to ensure a safe working environment for all personnel on the construction site.
- Knowledge of budgeting, cost estimation, subcontract coordination, and material procurement to keep projects on budget and schedule.
- Ability to implement and oversee quality control processes.
- Skilled at in risk management, and conflict resolution, ensuring smooth project execution.
- Ability to work well in a team environment that promotes inclusiveness and proactive communication among team members.
- Outstanding leadership, communication, interpersonal, relationship-building, employee-coaching and development skills.
- Excellent time-management and organizational skills; the ability to think and plan ahead and manage multiple projects, prioritize and meet deadlines.
- Strong communication, interpersonal, negotiation, and reporting skills, both verbal and written.
- Proficient with construction management software and general office equipment, with strong

computer and organizational skills.

- Capable of adapting to changing project conditions and managing multiple responsibilities in a fast-paced environment.
- Diligent in reviewing project details and identifying potential issues early.
- Able to work independently and as part of a team, with a creative approach to problem-solving and improvements.
- A creative mind with an ability to suggest improvements.

Working Conditions

- Working on an active construction site, mainly outdoors, working in any weather conditions.
- Typical on-site management office work required.
- If not local to the project area, travel required with overnight stays.
- Ability to work long hours.
- Lifting, carrying, walking the sites including up/downstairs required daily.
- Capable to lift or move up to 50 lbs occasionally.

Employee Responsibilities

- Must have own transportation getting to and from the project.
- Must have CSA steel-toed safety boots.
- Must have own tool belt.

Measures of Performance

- Model to the Span West | Tamarack values of being Collaborative, Detailed, Creative and Understanding.
- Support the achievement of key performance indicators from the company's strategic plan.
- All direct reports have a performance development plan, up-to-date job description and annual performance review.
- Complete all assigned tasks in a professional and detailed manner.

Employee Review

I have read the above and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude Senior Management's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the company's needs. I have been given a copy of this description.

Employee's Signature

Date

Manager's Signature

Date