

## Site Superintendent

### Responsibilities

The Site Superintendent is required to perform duties including, but not limited to:

- Plan the work for your job site in sequence to maximize progress in a safe and timely manner
- Organize the job site and the crew in order to carry out the project plan
- Ensure the crews and lead hands have correct information to perform their duties
- Work closely with the procurement team to take receipt and record appropriately the material and tools required
- Ensure the proper tools in the correct quantity are available to the crew
- Ensure company vehicles and equipment are lawfully operated, properly cared for, maintained and used effectively on the job site
- Return company equipment to storage or rented equipment back to rental company when no longer required
- Oversee work progress to control quality, resolve problems, assist and give advice when required
- Understand and contribute to the adherence to the project schedule within a specific area of responsibility
- Have a general understanding of the work breakdown structure for the specific area of the project
- Meet or exceed budget expectations for specific areas of the project
- Report to the Project Manger any problems or unforeseen issues that could affect the project plan
- Build and maintain a trusting relationship with the client, subcontractors, suppliers and direct hire trades
- Generally understand the client's key success factors and how to contribute individually
- Understand WCL's contractual obligations for the specific area of responsibility
- Assist the Project Manager in determining crew requirements during progression of work
- Complete FLRA, Daily Report Equipment Log, and submit to office each following morning
- Assisting with the work
- Promote a positive safety culture with a target for zero incidents
- Become familiar with the Foreman and Worker's Responsibilities outlined in the H&S Manual

### *Leadership*

- Utilize the appropriate management skills to lead the team effectively in the day-to-day execution of the work
- Responsibly lead and mentor the team
- Lead with integrity and demonstrate good work ethics
- Investigate conflicts between crew members, report findings to the Project Manager and implement solutions

**Skills, Knowledge, Qualifications & Experience**

- Minimum of five years related project experience in municipal water, sewer and road works
- Experience in a supervisory position
- Basic computer skills; MS Word, Excel and MS Outlook would be an asset
- Knowledge and understanding of the Occupational Health and Safety Act
- Respect and ability to work and interact with others in both an office and field environment
- Ability to maintain positive working relationships with others, both internally and externally
- Excellent oral and written communication skills
- Excellent time management skills; attention to detail; and the capacity to prioritize by assessing situations to determine urgency
- Consistent punctuality and reliability