

Site Supervisor

Job Summary:

The Site Supervisor is responsible for liaising with client Project Managers, scheduling subtrades and deliveries from suppliers, ensuring all product meets specifications and making sure projects are completed on-time. Work in this position requires; effective supervisory methods and techniques, a self-starter who can work with minimal supervision, demonstrates a high attention to detail, is extremely organized, leads by example, and possessing a positive attitude while promoting safety awareness is a must.

Job requirements of the Site Supervisor include but are not limited to: monthly staff/subtrade/supplier scheduling, orientation and training of staff/subtrades, timely completion of all required documentation (reports, timesheets, etc.), and requisitioning for supplies. The Site Supervisor will ensure workers/subtrades under his/her supervision are fit for duty, competent, and adequately trained.

The position is a full-time permanent position that reports directly to the Project Manager and works collaboratively with other workers and management in the field.

Responsibilities:

- Create and maintain project schedules, and make adjustments to ensure the project is completed on time
- Oversee all aspects of the project and ensure work is being completed as per specs
- Manage multiple projects at a time, while being readily available to assist and guide all onsite personnel with tasks and problems
- Responsible for scheduling sub-trades and deliveries from suppliers
- Communicate with sub-trades to ensure that all personnel are working safely and efficiently
- Be in constant communication with project managers and give on-the-spot updates when required
- Make sure the quality of all work is above industry standards
- Keep on top of documentation and submit it in a timely manner
- Read, understand, and explain plans to crews.
- Be available to solve issues, travel to the site, and give updates after traditional work hours
- Predict issues before they occur and prepare a solution in a timely manner
- Know what is happening on your sites at all time
- Conduct regular onsite and office meetings with owners, sub-trades, and project managers
- Prepares estimates of staffing, materials, and equipment requirements for projected work activities
- Ensure staff/subtrades conduct and document pre-operational checks on equipment and complete compliance paperwork (daily logs) associated with job duties
- In a timely manner ensure completion of; staff scheduling, orientation, and training of new staff, ensure staff review the required safe work practices (every 6 months) approval and submission of staff timesheets, conducting probationary and annual staff performance evaluations, and staff progressive discipline (when necessary)
- Comply with permit approvals and environmental standards
- Ability to work under pressure with attention to detail, and promote a positive work environment, working collaboratively with team members and management in the field
- Identify and prevent potential hazards and report information to appropriate personnel
- Promote safety awareness; knowledge and follow safe working practices and procedures, adhere to company safety policies, rules & procedures, act in accordance with OH&S Legislation & Practices
- Schedule and lead daily Toolbox meetings
- Maintains work area and equipment in a safe and clean condition at all times
- A Drug and Alcohol-Free Workplace. Participation in the company's Drug and Alcohol policy, including testing requirements is mandatory
- Work requires mandatory use of eye protection, foot protection, hand protection, head protection and the use of high-visibility clothing/vest
- Participate in training sessions as required
- Other duties as assigned

Assets

- An understanding of aggregates and crusher equipment.
- Understanding of the different scopes and processes of construction
- Experience operating and maintaining heavy equipment.

Qualifications:

- Proven work experience as a Site Supervisor in the Construction or trucking industry.
- Understanding of the construction process from layout to finish
- Proficient with computers and the ability to learn new software
- Strong leadership skills and a proven track record of success
- Excellent communication skills, both written and verbal
- Exceptional time management skills with a strong sense of urgency
- Proven safety record with the ability to maintain safety standards
- Valid class 5 license, acceptable driver's abstract.
- Valid Leadership for Safety Excellence (LSE), Standard First Aid, WHMIS certification are an asset
- Ability to develop and maintain awareness of occupational hazards and safety precautions
- First Aid & WHMIS certification are an asset
- Must be able to lift and carry 50lbs or more
- Ability to work outdoors under varying climatic conditions, including: inclement weather, confined space & heights
- Possess the required PPE and steel-toed work shoes
- Speak, read, & write English

Hours of Work:

- Full time hours (Overtime, Weekends, Days and/or Nights) 8 - 12 hrs. per day, shift rotation 10 days on and 4 days off, (hours and work schedule may change depending on operational requirements)
- Required to work overtime, weekends, days/nights, and during emergency conditions (depending on operational requirements)
- Travel may be required, and overnight accommodations will be provided if deemed necessary

AMI RockChain Inc. is an equal opportunity employer offering a competitive compensation package. Please forward your resume with a cover letter and references to recruiting@athabascaminerals.com to be considered. Only qualified applicants who meet our requirements will be contacted. No phone calls or faxes please.

This job description is not intended to be a complete and comprehensive list of duties and responsibilities of the position. The omission of a specific job function or requirement does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.