



Site Supervisor

Job Summary:

The Site Supervisor is responsible for assigning, supervising and reviewing the work of the Heavy Equipment and Rock Truck Operators. 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 scheduling, orientation and training of staff, approval and submission of daily timesheets, conducting performance evaluations, submission of reports, and requisitioning for supplies. The Site Supervisor will ensure workers 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 VP Projects and Operations and works collaboratively with other workers and management in the field.

Responsibilities:

- Assigns, supervises, and reviews the work of the Heavy Equipment and Rock Truck Operators
- Implement production plans in accordance with approved schedule
- Inspects and evaluates work in progress, identifies any problem areas, and may direct remedial action
- Maintains an inventory of parts and materials. Approves purchases of materials and equipment, maintains time, materials and equipment use reports. Requisitions tools, supplies, materials, and equipment
- Prepares estimates of staffing, materials, and equipment requirements for projected work activities
- Ensure staff conduct and document pre-operational checks on equipment and complete compliance paperwork (daily logs) associated with job duties
- Assist Heavy Equipment/Rock Truck operators, and other field staff when required adhering to Quality Assurance procedures
- 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

Qualifications:

- Minimum 5 yrs. Heavy Equipment Operating experience (Aggregates Environment an asset)
- Knowledge of effective supervisory methods and techniques (minimum 3yrs supervisory experience required)
- Mechanically inclined with knowledge of Caterpillar, Komatsu, & Hitachi brands of equipment
- Post-secondary training with current safety certificates, high school diploma or GED equivalent is required

- Demonstrate a high attention to detail, work under pressure, be extremely organized, ability to multi-task, self-motivated, with excellent time management and ability to meet required production deadlines
- Ability to develop and maintain awareness of occupational hazards and safety precautions
- First Aid & WHMIS certification are an asset
- Valid class 5 driver's license with clean driver's abstract
- 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)
- Some travel may be required, and overnight accommodations will be provided if deemed necessary

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.