



The Tricar Group is a London-based, award winning developer specializing in the construction of luxury high rise apartments and condominiums. We currently require a full time,

## **Site Supervisor Assistant**

The candidate will apprentice alongside an experienced Site Supervisor to train and prepare in order to assume the full responsibilities of this role in the future.

A basic job description for a Site Supervisor follows.

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**The Site Supervisor is directly responsible for the overall management of the site. This includes (but is not limited to) all aspects of the site to meet the intended completion dates as scheduled on time in a safe and cost effective way.**

### **Key Relationships:**

- Director of Construction & Development (reports to)
- Concrete Manager
- Project Manager
- Construction Coordinator
- Health and Safety Management Team
- Human Resources Administrator

### **Primary Responsibilities and Accountabilities:**

#### **SCHEDULE**

- Directly responsible for tenant/client occupancy dates as determined by schedule. Will work with Project Manager, Sales staff and/or Rental staff to ensure information/scheduling is achievable to meet the intended occupancy and pre-delivery inspection (PDI) dates as set by the office.
- Maintain and review project schedule and scope of work to achieve project milestones.
- Review schedules with management prior to start and on a bi-weekly basis for assurance of milestone completions.

#### **QUALITY CONTROL**

- Inspect work continuously to ensure for completeness, accuracy and quality.
- Verify work is completed prior to sub trade demobilizing.
- In event of defective workmanship, non-completion, etc., report to management immediately.

#### SITE MAINTENANCE

- Maintain site in a safe, clean, organized and presentable manner.
- Open and close site and verify security.

#### GENERAL

- Maintain daily site records/work journals.
- Follow all company policies and procedures.
- Report any discrepancies in project documents.
- Verify, maintain and distribute current drawings to site and sub trades.
- Record accurate hours, job codes, attendance issues on weekly time sheets and provide to office first thing, each Monday morning for timely payroll processing (alternate schedules will be communicated by Payroll Admin).
- Notify inspectors/consultants to ensure proper documentation, testing and inspections for all aspects of construction and occupancies is completed.
- Organize and execute project start-up. Arrange for telephone, fax, site trailer, etc.
- Procurement of contracts up to \$5,000.00
- Procurement of supplies, equipment and materials for daily project requirements.
- Procurement of rental equipment on-site and return of equipment in a cost effective method.
- Maintain and distribute to office, list of all equipment on-site and sent from site.
- Review and monitor status of change orders.

#### SAFETY

- Commitment as a Management Team member to ongoing safety initiatives on our job sites.
- Commitment to Supervisor Responsibilities as per Tricar policy.