

Position Summary:
<p>The Site Supervisor is responsible and accountable for providing leadership, supervision and project management in all phases of structural, earthworks, sewer, watermain and road construction projects for Niran. The Site Supervisor is responsible to manage and coordinate all key elements of projects in a safe and profitable manner: labour, equipment, materials and subcontractors.</p>
Key Duties and Responsibilities:
<ul style="list-style-type: none"> Effectively allocate labour, equipment, materials and subcontractors to maximize safety and profitability and to minimize costs and deficiencies Effectively schedule projects to ensure deadlines are met on time, on budget and on target Provide full time on-site supervision Communicate scope of work requirements to foremen, review production, quality and contract compliance and ensure implementation Schedule, monitor and supervise all subcontractor work quality and production levels to ensure the highest standards are achieved Quantify and track all materials inclusive of ordering, inspecting and verifying shipments from suppliers Calculate, monitor and track all materials required for each project ensuring no overruns Track all extra work and process in accordance with contractual obligations Correspond with consultants and Project Manager regarding all contract discrepancies or adjustments as required, ensuring any specialty materials are ordered in advance in order to meet deadlines Maintain accessibility and ongoing communication on a full time basis with developers, engineers, consultants, suppliers, client representatives, municipal and regional authorities, Ministry of Labour and any other regulatory bodies ensuring compliance to municipal, regional, provincial standards, and concerning any changes, adjustments or contract discrepancies Collaborate with subcontractors and client representatives on site measurements and communicate the agreed upon material quantities are reported to ensure timely Payment Certificate certification/preparation and invoice processing upon work completion Provide all reporting requirements to head office [progress reports, contract drawing discrepancies, labour timesheets, meeting minutes] Communicate and administer all Safety policies and conduct site safety meetings [Tool box talks] Resolve day to day field personnel issues and provide incident reports for head office files Issue written infraction notices to anyone in contravention of Company or Health & Safety policies, procedures or regulations Advise management of deficiency investigation results, provide prevention solutions and ensure compliance of policies to eliminate all deficiencies Other Assignments as required
Qualifications:
<ul style="list-style-type: none"> Educational background in civil engineering at the college or university level or a combination of extensive knowledge, skills with a minimum of 5 years experience in residential subdivision servicing [Earthworks, Sewers, Watermains and Roadworks] Subdivision Servicing experience is required Demonstrated leadership skills Continuous improvement attitude Well developed critical thinking skills and mental agility Ability to read and understand drawings/specifications and have knowledge of GTA and/or southern Ontario municipal/regional standards Excellent organizational and planning skills and ability to manage multiple projects Ability to meet tight deadlines and schedules while maintaining safety and profitability Excellent verbal and written communication skills Ability to 'think on your feet' and make quick decisions that allows the safe and profitable advancement of projects Strong analytical and problem solving skills Strong mathematical skills Work within project framework and adhere to all Company guidelines and policies Ability to work with minimum supervision Basic knowledge of MS Office Team player with a positive 'can do' attitude
Why Join the Company: Be part of an industry leader and work with a professional hard-working team who care, deliver as promised and do the job right the first time.
<p>Interested and qualified candidates are invited to submit a resume and cover letter to: hr@niran.ca Please put position title in email subject line. Thank You!</p> 