



Job Description – Site Superintendent

Position Title:	Site Superintendent
Department:	Construction
Reports to:	Senior Project Manager
Effective Date:	May 08, 2017
Status:	Managerial

Key Overall Objective of the Position

The key overall objective of the Site Superintendent is to ensure high levels of customer satisfaction by effectively managing site personnel and resources to produce high-quality deficiency-free homes in accordance with the plans, specifications and production schedule.

This Job Description has been prepared to serve as a guideline to provide clarity in the objectives, accountabilities and duties in the performance of daily activities. The content may be subject to change based on input from the employee, staff, or management.

Key Accountabilities

- Successful management of staff, trades, suppliers and resources.
- Construction of deficiency-free homes.
- Delivering homes on time in accordance with the production schedule.
- Construction of homes within budget.
- Achieving and maintaining high levels of customer satisfaction.
- Maintaining a safe and injury-free work place.

Key Duties

- Supervise all work performed by staff, trades and materials suppliers.
- Provide positive leadership to all site personnel and live the core values of respect, fairness, kindness, trust and integrity.
- Manage the site and construct homes within the approved budget, with a minimum of variances.
- Regularly review job cost and variance reports for accuracy and budget compliance.
- Maintain and communicate the construction schedule to ensure on-time delivery of homes.
- Ensure that construction is deficiency-free and in accordance with the plans and specifications.
- Ensure that schedules, time sheets and all other reports are delivered weekly to head office.
- Approve purchase orders and variance purchase orders for payment.



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- In conjunction with the Project Coordinator and the Décor Center, manage the change order process.
- In conjunction with the Health and Safety Officer, coordinate regular safety meetings and maintain a safe and injury-free site in accordance with the Ministry of Ontario Labour Regulations and EQ's Health & Safety Policy.
- Maintain a secure site at all times.
- Contribute to the design of new homes and options.
- Provide weekly updates to the Director of Construction.

Key Attributes and Desired Competencies

- Working knowledge of all aspects of site development and production home buildings.
- Knowledge of Ontario Building Codes and Tarion.
- The ability to lead, inspire and motivate others using positive psychology.

Minimum Qualifications

- 5 years of experience as a site superintendent in a production home building environment.
- Demonstrated leadership and team building abilities.
- Friendly, engaging and positive personality.
- Strong written and verbal communication skills.
- Good organizational and problem-solving skills.
- MS Office suite skills including Word, Excel, and Outlook.



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We have a simple purpose...

Enriching lives by creating great places to live, work and play!

We are seeking an experienced
SITE SUPERINTENDENT
Greystone Village Development

Attributes:

- A passionate Site Superintendent with a proven track record for building homes of the highest standard, on time and budget.
- Excellent knowledge of Ontario Building Code, Occupational Health and Safety Act, and Tarion Performance Guidelines.
- Constantly looking for opportunities to improve in an ever changing industry.

About EQ Homes:

- We build lifestyle communities throughout Ottawa.
- We are committed to the best customer experience in Canada!

Our Values:

- Doing the right thing.
- Quality; build well for lasting value.
- Creativity; challenge status quo and encourage innovation.
- Fun; enjoy what we do and share that joy with others.
- Respect; for each other, our communities and the planet.
- People; find the best and empower them to become great.

Please email your cover letter and resume to

jointheteam@eqhomes.ca

For further information visit

www.greystonevillage.ca & www.eqhomes.ca