

Site Superintendent

Key Responsibilities:

- Ensure that the project is constructed according to plans, specifications and local building codes.
- Work with the General Superintendent and the Project Manager to establish project schedule.
- Coordinate labour and material on site.
- Check cost coding.
- Maintain cost controls on site.
- Solve project schedule and construction problems on site.
- Maintain “Safety” on the site, and ensure compliance with corporate safety policy.
- Establish schedules and goals with Labour and Sub-trades.
- Co-operate with and advise Sub-trades and Suppliers.
- Monitor performance and quality of work.
- Give Trades time targets for each activity.
- Establish a routine and rhythm for their work.
- Identify and respond to issues and obstacles that may impede progress.
- Set up temporary site facilities (i.e. site trailers & washrooms) and maintain cleanliness.
- Plan next day’s work load and prepare look a-head schedules.
- Schedule, co-ordinate and supervise all on-site activities.
- Determine methods of construction, material and equipment requirements, and temporary power service requirements.
- Consult with Project Managers and General Superintendent to ensure all work complies with drawings, specifications, and schedules and contract documents.
- Supervise, either directly or indirectly, the day-to-day activities of all personnel on site.
- Maintain a daily construction log. Copies to be forward to the project manager.
- Have minimum monthly trade and safety meetings. Provide minutes of meeting.
- Take weekly photographs of construction progress.
- Attend monthly site supervisor meetings with General Superintendent.