



Job Description

POSITION: Site Supervisor - Construction	STATUS: Full-Time
DEPARTMENT: Small Projects	REPORTS TO: Project Manager
HOURS WORKED WEEKLY: 40	COMPENSATION: \$39-\$41/Hour
CREATED: July 2014	REVISED: March 5, 2021, June 10, 2021

JOB SUMMARY

This position is responsible for projects that require a small to no crew; therefore, the expectation is to work nearly full-time with the tools. As the point person for the on-site team, you will be the lead for completing a project(s) and liaise with the project manager. You are responsible for coordinating operations and overseeing workers at construction sites. You must be well-organized, goal-oriented and perform work according to safety regulations.

DUTIES

- Coordinate tasks according to priorities and plans
- Produce schedules and monitor crew attendance
- Allocate general and daily responsibilities
- Supervise and train team members
- Supervise sub-contractors
- Ensure workforce and resources are adequate
- Guarantee adherence to all safety protocols and quality standards
- Supervise the use of machinery and equipment
- Meet schedule demands
- Organize and secure site material and project tools to ensure maximum efficiency and loss prevention
- Manage material requirements and place orders
- Resolve problems when they arise
- Report on progress, delays and concerns to stakeholders
- Installation is per Electrical Safety Authority Code
- Represent Kraun with professionalism at all times
- Perform other duties as assigned

EDUCATION

- 309-A License and high school diploma are required
- Basic First Aid/CPR (cardiopulmonary resuscitation) Certificate, WHMIS (Workplace Hazardous Materials Information System), Ministry of Labour on-line certificate on Occupational Health and Safety and Working at Heights certification, is all advantageous

EXPERIENCE and SKILLS

- Minimum 1-year proven experience as a construction site supervisor
- In-depth knowledge of construction procedures, equipment and safety guidelines
- Excellent understanding of electrical systems such as power distribution, fire alarm, generator installations, lighting controls and similar
- Ability to read drawings, plans and blueprints
- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Able to quickly learn and use software programs
- Problem-solving and critical thinking abilities
- Able to communicate effectively in English, both written and verbal
- Able to manage multiple projects and schedules, at times simultaneously

TOOLS PROVIDED

- Laptop or tablet and mobile telephone
- Professional training courses as deemed helpful or necessary
- Vehicle

WORKING ENVIRONMENT & PHYSICAL DEMANDS

The incumbent will work on job site(s); therefore, the individual must work in all weather conditions, drive/walk/navigate and be in good physical condition, given the role's nature.

Kraun services the Greater Horseshoe area; therefore, travel is required at times.

REQUIREMENTS

Due to the on-site job site requirement(s), the incumbent must hold a valid G driver's licence in Ontario and maintain a clean driving record.

SUPERVISORY REPORTS

Apprentice(s) and/or Electrician(s)