

Job Title: **Site Supervisor**

AIM Environmental Group is searching for a Site Supervisor to join their Demolition Unit. The ideal candidate will have experience with:

- Establishing methods to meet work schedules and coordinating work activities with other project supervisors or managers; planning, scheduling, organization and delivery of a construction project or similar project in a safe environment on time, on budget and on quality while maintaining project team relationships
- Resolving work problems and recommending measures to improve productivity
- Training or arranging for training of workers; mentoring and training staff assigned to the project and leading the Key Performance Indicators program for the project
- Experience in requisitioning materials and supplies
- 3-5 years of experience in a supervisory role, preferably in the construction, demolition, or engineering fields
- High school diploma, post-secondary education, or certification in skilled trades an asset
- Excellent oral and written communication skills, as well as organizational skills

Role and Responsibilities:

The roles and responsibilities outlined are not exclusively exhaustive for the position, as incumbents may be required to perform other related duties requested by their supervisor/manager.

- Lead and participate in delivery of health & safety program and safe site-specific work procedures
- Ensure that all contractual obligations of the project are understood and met by all parties
- Participate in development of initial estimating, planning, schedules, tendering, cost summary and reporting formats. Obtain and assist in providing pre-construction services including pre-qualification estimating, and scheduling to the project team when required
- Work with the Project Manager and administration to ensure that project estimates, budgets and costs are properly understood, monitored, controlled, and reported
- Work with the Project Manager to plan the execution of the project. Prepare, review, and distribute the detailed project schedule. Ensure monitoring, review, and control procedures are in place that includes all members of the team including subtrades
- Ensure that the necessary personnel and procedures are in place to receive, price, submit, approve, and document contract changes and ensure that all subcontractors and the project superintendent are aware of all changes to the contract.
- Direct, monitor, support and train as required project administration and management staff required to run the project.
- Prepare and submit all progress claims. Assist the accounting department in follow-up and collection of payments
- Establish a quality control program for the project and define roles, responsibilities and procedures for meeting quality requirements
- Ensure that shop drawings, samples, mock ups, etc. are submitted to the consultants for their review and are returned for distribution in an expeditious manner. Prepare schedules for submission of these items when required
- Conduct weekly project meetings on site to discuss progress of the project and document required action and follow-up
- Ensure that all backcharges to subcontractors and contract delays or disputes are properly documented and invoiced

Please submit your resume via fax or email, referring to this posting:

Fax: 905-560-0099

Email: careers@aimgroup.ca