



## Job Description

### ***Position: Site Supervisor***

**Position Reports to:**

Executive Vice President

Position also responsible to the Vice President of Operations and Project Manager(s) assigned to managing jobs.

**Position Summary:**

The Site Supervisor's position can be very diverse. Depending on the project's size, scope, and challenges, he/she may be responsible to assist with managing, supervising, and coordinating site work including but not limited to the construction of foundations, structure, shell, mechanical, electrical, plumbing, interior rough-in, finishes, furniture, fixtures and equipment.

The Site Supervisor's role is one as acting leader, coach, negotiator, and mediator. The leadership and initiative displayed by this individual is critical to the project's success.

With the development of the Site Foreman position, the Site Supervisor will also be responsible for mentoring, constructively teaching the up and coming generation of team members to meet the demands of the project and position.

## **Primary Functions, Responsibilities and Duties**

### **Site Organization:**

- ensure that the site is cleaned on a daily basis, meaning that...
  - the interior (and exterior if applicable) is broom swept
  - all garbage/debris caused by trades are removed & disposed of by trades
  - all garbage/debris caused by BLT are removed & disposed of by trades
  - all common areas are vacuumed, cleaned
  - all filters/diffusers/sprinklers/sensors, etc are dust free and operational
  - all bathrooms are stocked and cleaned (call temp toilet company if required to provide this service)
  - any other requirements to maintain a clean site is executed as required by the project, health and safety requirements
  - potentially hazardous disposed materials, like rags soaked with chemicals are properly disposed of (consult Hazardous Materials precautions in B.L.T. H&S binder, as well as third party Safety First consultant to be certain)
- verify on a daily basis, and confirm on a checklist that all B.L.T. marketing signage is clean, prominently displayed and well secured/attached
  - this also applies to any Permits and safety signage that are to be displayed throughout the duration of the project
- ensure that the subcontractor's, as well as B.L.T.'s materials and equipment are organized and secured on a daily basis, which entails...
  - that all items are out of paths of travel and promptly removed/relocated
  - that all items are secured in storage if threat of theft is a concern
  - that all tools and equipment are safely stored and shut off, with keys for any equipment located/stored in a safe place
  - that all items are cleared out of an area where work is to take place
  - carrying out any other tasks to maintain the site's materials and equipment are organized and secure
- ensure that all the latest drawings, documents are up to date and accounted for on site
  - by working closely with the Site Foreman if applicable to the project, Project Manager and Coordinator
  - hard copies are to be received by the PM/PC and physically bound/inserted into the site's drawings or document folder
  - check ProCore or verify with the PM/PC on a daily basis that the site has the latest documents
  - sensitive/critical drawings and documents are safely stored (ie. permit drawings)
  - further to the drawings, documents that need to be maintained and on site, coordinated by the Site Foreman if applicable to the project, include but are not limited to:

- Site Instructions, Contemplated Change Notices, Site Directives
- Request for Information responses
- Approved submittals
- Approved samples
- Subcontractor scopes of work (without costs shown)
- Contacts for all subcontractors and other project team members

**Health & Safety:**

- Ensure that the B.L.T. safety board has all the proper documents and supplies stocked, including but not limited to:
  - Map to nearest hospital
  - Emergency contact info
  - Eye wash station
  - Current B.L.T. Health & Safety policy
  - Green Book
- Ensure that the latest documents, as it relates to Health & Safety, Ministry of Labour requirements are on site and accounted
  - Verify with the PM and PC on a weekly basis, or as soon as a new subcontractor starts on site that the site has the latest documents that follow, including but not limited to:
    - Subcontractor's
      - WSIB forms
      - Form 1000
      - insurance certificate noting B.L.T and other parties as "additional insured" parties
      - certificates certifying that any site labour/trades are trained with the updated certifications to conduct work required or to operate machinery as required for the project/scope
      - internal health and safety policies
      - signed form noting the subcontractor's competent site foreman/lead
    - B.L.T.'s
      - WSIB form
      - Form 1000
      - insurance certificate
      - certificates certifying that any site labour/trades are trained with the updated certifications to conduct work required or to operate machinery as required for the project/scope
- Ensure that weekly B.L.T. safety meetings are conducted and minuted
  - weekly meetings with all subcontractors are mandatory

- these meetings are to be minuted in the ProCore system, by the Site Foreman if applicable to the project, and reviewed for accuracy
  - provide reports to Safety First and other parties requesting
- Ensure that safety railings, signage, cages, etc are in good order on a constant basis, rectify/fix if not
- Ensure that all safety issues, notices to comply, infractions or incidents are immediately addressed and documented per M.O.L. and B.L.T. health and safety policy
- General supervision of the site to enforce all M.O.L. and B.L.T. health and safety policies

**Scheduling to achieve project schedule milestones by:**

- Calling and confirming with subcontractors and suppliers that will be on site, prior to day of and doing the same day of it they are late, immediately reporting delays/absences to the Site Supervisor
- Coordinating and scheduling shut down times, and filling out request forms with the base building/landlord
- Coordinating with the landlord/other tenants access to other spaces required for project work
- Coordinating deliveries with the loading dock, subcontractors, landlord, etc. to ensure that deliveries are made during the pre-determined times and carefully escorting delivery personnel through the building to the site
- Following-up with all parties, including B.L.T., Consultants, subcontractors, suppliers with a sense of urgency to get responses to questions asked
- Ensuring that project tasks are completed on time
- Relaying advance notice (2 weeks pre-planned and scheduled) to the Project Manager for site labour/carpentry requirements if not provided through the subcontractors
- Assist in create a detailed project schedule, outlining impacts of delays, seeing opportunities to make-up for lost time

**Controlling Project Quality and Costs by:**

- Enforcing the highest level of construction quality and workmanship
  - assessing and foreseeing interferences
  - “measure twice, cut once” approach when directing all trades to coordinate with all other disciplines before materials are laid to prevent remedial fixes/adjustments after the fact
  - Providing assistance with layouts and verification of benchmark locations as applicable
  - That work by subcontractors or B.L.T. is double checked at the end of each work day, if not throughout the day, to ensure that scopes are accurately completed in accordance with the project documents
- Clearly and fully understanding all scopes of work

- Clearly and fully understanding the entire project budget, and where profit opportunities may be secured
- Ensuring that extra cost impact changes do not occur without formal procedure and process approval
  - Self-performed scopes with a fixed number of labour hours are to be tracked and adhered to, and any potential foreseeable overages to be immediately reported to the Project Manager
  - Self-performed scopes with fixed material costs are to be tracked and adhered to, and any potential foreseeable overages to be immediately reported to the Project Manager
  - New scopes requested by any party other than the B.L.T. Project Manager is not conducted
    - Only the Project Manager has the approval to direct new scopes not clearly outlined at the on-set of the project. This approval comes as a result of proper documented procedure executed in the office and approved in advance by the Client/Owner in a signed Site Directive or Change Order
- Accurately quantifying material/labour estimates for contemplated changes to scope or as required for pre-approved self-performed scopes
- Efficiently listing, in advance, orders from suppliers like Home Depot
- Identifying potential site issues prior to commencing work, either self-performed by B.L.T. or by subcontractors
- Requesting and returning all rentals, with immediacy

**Controlling Site Management:**

- Sending *Requests for Information* on behalf of the site to B.L.T./Consultants through the ProCore system
- Typing in Daily Site Supervisor reports into ProCore. These reports should include, but are not limited to:
  - Daily weather
  - Number of men on site, from which subcontractor/supplier
  - Deliveries made/scheduled that day
  - Tasks for that day
  - Safety talks/infractions that occurred on that day
  - Equipment/rental of equipment on site that day
  - Other pertinent info required to be documented
- Record the weekly trade meeting minutes in ProCore; PM to review and distribute
- Clearly coding, inserting descriptive notes, filing and providing all Home Depot/supplier receipts to the Project Manager on a weekly basis
- Creating task lists the day prior, to plan for the next day (applies to weekly look ahead)

- Fully utilizing the ProCore project management software, as well as make full use of other construction management tools
- Attend (and chair) weekly subcontractor meetings.
- Ensure all inspections occur as per the schedule so as not to impact the progress of subsequent work
- Manage the site layout, utilization, storage, staging and phasing plans
- Ensure that all inspections are approved
- Collecting any on site reports completed, such as third party or Consultant inspections, filing/distributing/communicating it for project documentation/coordination
- Documenting deficiencies at the end of a project and distributing them to the appropriate parties; track completion of all items
- Ensuring that on-site as-built drawings are up dated by this Site Supervisor on a daily basis, as well as enforcement that subcontractors are doing the same
- Ensure all final inspections and sign-offs take place
- Confirm closing of all Permits and issuances of certificates and licenses
- Manage the subcontractor close-out, transfer of utilities, the deficiency list and owner training and hand-off
- Confirm the commissioning of all project equipment and systems

#### **Comprehension of a Project:**

- Demonstrates a strong understanding of all scopes of work from a construction science perspective
- Provides clear and accurate direction for efficient and proper construction sequence of site work
- Demonstrates a strong ability to independently trouble-shoot issues and find cost effective but good construction practice solutions
- Suggests efficient means and methods to execute certain scopes of work
- Demonstrates a strong understanding and execution of construction procedure to efficiently work with the B.L.T. team, as well as Consultants, subcontractors, landlords, Clients and other parties
- Demonstrates a strong knowledge in building codes, by-laws, health requirements, etc.

#### **General Requirements:**

- Maintains professional conduct and correspondences with all parties
- Maintains clear, documented and verbal communication with all parties
- Ability to competently supervise the site during after hours and weekend shifts as required
- Arrives on site early/on time with a limited number of sick days per B.L.T. policy
- Dresses in site appropriate B.L.T. attire to present B.L.T. in the most positive and professional image

- Work with the Project Manager to identify and resolve issues and revisions in a timely manner, to help facilitate the most cost effective and schedule neutral solution
- Establish good working relationships with Clients, Consultants, Trades, Municipal Officials and BLT Team members
- Request advice and assistance from the Project Manager on matters pertaining to materials, phasing, drawing coordination, schedule, costs, personnel, etc.
- Perform additional assignments as directed by Superiors or as required for successful completion of the project

**Secondary Functions**

- Assist in other projects as required periodically
- Any reasonable requests by management are valid job assignments