



## Site Superintendent

### Mike Geric Construction

We are a family-owned, local developer, that uses a hands-on approach to develop projects that contribute to our communities. We are invested in the community we call home and have nurtured relationships with our neighbors, our customers and the people who work with us to build quality homes again and again. Thoughtful and responsible planning, design and construction go into everything we do so every home we build is one that we would want to call home ourselves

### Overview

Reporting directly to the Construction Managers. Responsible to perform tasks that require physical labor, be always hands on, overseeing MGC Site Staff, coordinating site trades, providing a safe & clean construction site. Maintaining the construction schedule and providing quality for our clients, reflecting the MGC brand and image. All functions and responsibilities are performed in accordance with MGC values and beliefs.

### Scheduling

- Conduct weekly trade meetings & meeting minutes.
- Provide 4-week schedule "look ahead" updated weekly, having sub-trades "Buy-In" to the schedule.
- Driving and Maintaining construction schedules, identify and solve potential scheduling problems, and advise Project Manager of any deviations or potential deviations from the overall schedule
- Order materials and equipment and request sufficient manpower throughout the project to maintain schedule and productivity
- Updating Project Manager with key milestone dates, and forecasting daily, weekly and monthly targets

### Management and Leadership

- Overall supervision of all sub-trades, workers, & suppliers
- Reviewing scopes of work for sub-trade & suppliers.
- Enforce sub-contractor contracts and identify discrepancies in scopes of work
- Daily, weekly and monthly inspections to review quality control
- Site resource allocation internal and external
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Communicate project milestones with principals and other parties, and be able to establish a timeline for completion
- Review documents and drawings for accuracy and constructability
- Manage all required inspections
- Advise project team of potential problems, work interferences, and schedule difficulties, while assisting in resolving conflicts
- Ensure a safe and healthy work environment for all personnel on site and address any risk areas in order to maintain the safety of all workers, monitor safety performance, and oversee in compliance with WorkSafeBC.
- Maintain MGC professional image and keep a clean and organized job site and site office

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### **Budget and Cost tracking**

- Assisting Project Manager with cost tracking, effectively monitor expenditures, review invoices in detail, and manage labour and material costs
- Issuing Pos & Tracking work orders
- Site documentation and review of any site changes and cost implications

### **Summary of Qualifications & Requirements:**

- Minimum 7+ years of multi family residential or commercial construction related experience including concrete.
- Trade background in carpentry and/or Gold Seal Certification is considered an asset
- Well-developed and adaptable communication and problem-solving skills
- Ability to prioritize, multi-task, and meet deadlines in a fast-paced environment
- Ability to work in a team environment as well as independently
- Proven experience managing projects in their entirety. Ensures that projects are built according to approved plans, specifications and design drawings while making certain that high quality standards are maintained.
- Proven experience organizing and leading sub-trades
- Demonstrated competence in the areas of safety, people management, project execution, cost control, quality, and administration
- Demonstrates leadership in health & safety and environmental protection on the project
- Proficiency with Bluebeam, MS Office Suite (Excel, Word, MS Project and Outlook) is a requirement

### **Compensation & Benefits**

- Competitive Salary
- Extended Health Benefits
- Bonus Program
- Social Events

Mike Geric Construction offers a great company culture with lots of exciting projects and growth. We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls please