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| **JOB TITLE:** | Finishing Superintendent |
| **DEPARTMENT:** | Construction |
| **REPORTS TO:** | Senior Manager, Field Operations |
| **LOCATION:** | Greater Toronto Area |

**DUTIES AND RESPONSIBILITIES**

1. Take responsibility for and supervise all construction activities on site.
2. Ensure that the project is constructed according to plans, specifications and local building codes.
3. Ensure construction activities are in compliance with issued permits and approvals.
4. Consult with Site Superintendents, Manager of Field Operations and the Project Manager to maintain project schedule.
5. Consult with Site Superintendents on design, safety, construction, engineering, and scheduling issues.
6. Plan next day’s work load and prepare look a-head schedules in compliance with the Construction Schedule. Identify and respond to issues and obstacles that may impede progress.
7. Coordinate labour and material on site. Prepare construction plan, logistics.
8. Maintain cost controls on site. Check cost coding and review the cost report with the Project Manager on a monthly basis.
9. Maintain “Safety” on the site, ensure compliance with corporate safety policy and Ministry of Labour requirements. Keep all applicable documents, reference material and posted materials up to date.
10. Take any action, at any time, deemed necessary to prevent any situation which could endanger any worker, person, or jeopardize the construction project in any manner whatsoever.
11. Be present for Ministry of Labour Inspections and provide timely response to any MOL orders.
12. Establish schedules and goals with Labour and Sub-trades.
13. Co-ordinate and contact all sub-contractors as regards to their respective start dates their phase duration and all expected completion dates.
14. Oversee all communication with the Subtrades regarding formal instruction, discipline, coordination and sequence of work.
15. Co-operate with and advise Sub-trades and Suppliers.
16. Monitor performance and quality of work. Ensure all required inspections and authorizations are completed in accordance with the specifications and local authorities.
17. Establish a routine and rhythm for their work.
18. Set up temporary site facilities (i.e. site trailers & washrooms) and maintain cleanliness.
19. Schedule, co-ordinate and supervise all on-site activities.
20. Determine methods of construction, material and equipment requirements, and temporary power service requirements.
21. Consult with Project Managers and Manager, Field Operations to ensure all work complies with drawings, specifications, and schedules and contract documents. Advise of any variations, discrepancies and possible cost implications to the Project Manager.
22. Supervise, either directly or indirectly, the day-to-day activities of all personnel on site.
23. Maintain a daily construction log. Copies to be forward to the project manager.
24. Have minimum monthly trade and safety meetings. Provide minutes of meeting.
25. Take weekly photographs of construction progress.
26. Attend monthly site superintendent meetings with Manager, Field of Operations.

**COMMUNICATION/INFLUENCING OTHERS**

This position requires both written and verbal communication skills to communicate with both internal (project construction team) and external (trades and all stakeholders).

**EDUCATION AND EXPERIENCE (Education, Experience, Knowledge & Skills)**

* 2-5+ years of relevant experience in construction
* Demonstrated leadership skills
* Continuous improvement attitude
* Well developed critical thinking skills and mental agility
* Ability to read and understand drawings/specifications and have knowledge of GTA and/or southern Ontario municipal/regional standards
* Excellent organizational and planning skills and ability to manage multiple projects
* Ability to work with minimum supervision
* Basic knowledge of MS Office
* Team player with a positive 'can do' attitude

**PHYSICAL ENVIRONMENT**

* Work location- construction site office.
* This position works in both indoor and outdoor environments on construction sites
* Depending on the day and weather conditions, long exposure isn’t consistent but at times is needed
* Computer work, sitting at a desk to compile reports, enter P.O.’s, emails, phone calls and other administrative tasks

**PHYSICAL REQUIREMENTS**

* Working on construction site, will require walking throughout the site and building.
* Mid to high paced