



SITE SUPERVISOR MANAGER POSITION PROFILE

Location: Squamish, BC
Industry: Development & Construction
Salary: Competitive Wages

ABOUT DHD CONSTRUCTION LTD.

DHD Construction Ltd. is a Squamish-based, full-service construction and development company that for over fifteen years has specialized in creating residential real estate communities and building beautiful homes with passion in Squamish, Greater Vancouver and Whistler. We bring craftsmanship, sustainable design, business sense and professionalism to all our homes in the Sea to Sky corridor and take great pride in completing Squamish's first Net Zero, Zero Emissions, Step Code 5 home.

As part of the DHD team, there are three key values that guide our words and actions – a commitment to leadership; to build and act with integrity; and teamwork. These values are part of every decision we make to ensure the best possible outcome for our clients, employees, partners and communities in which we live. Our unwavering commitment to our company culture ensures we:

- Build sustainably, drive change, raise the bar and never stop learning;
- Build quality, care about people, think like an owner and do it right way; and
- Communicate, show support, share ideas, find solutions and be dependable.

Finch Drive in Squamish is DHD's latest project. DHD has secured four stunning mountainside view properties in central Squamish totaling over 20 acres. This future master-planned community will use modern building technologies to achieve some of Squamish's most energy efficient, multi-family homes. We are seeking an experienced **Site Supervisor** to assist the Project Manager in managing the build and daily site construction and coordination of various build projects. This role is on the site daily ensuring the site is run safely and efficiently; and built to code and DHD's quality standards. The Site Supervisor reports to the Project Manager.

THE ROLE: RESPONSIBILITIES and ACCOUNTABILITIES

As a member of the Management Team, support strategies and assist in providing direction for the organization. Be knowledgeable about company goals and financial progress. Support the strategic plan to advance the company's mission and objectives and to promote revenue, profitability, and growth as an organization.

Communicate with the Project Manager on any and all issues that could be detrimental or create new opportunities.

Create and lead a culture of respect, integrity, and open communication. An environment that is conducive to teamwork and that delivers a high level of customer satisfaction, revenue growth, and profitability.

Assist the Project Manager to create the project schedule and ensure the site is operating to schedule.

Assist the Project Manager by reviewing technical details, plans and design drawings for constructability.

Ensure all details, requirements, plans, drawings, site instructions and field reviews are communicated with trades and installed accurately.

Work with the Assistant Site Supervisor to coordinate with all members of the DHD team to arrange various project and site requirements, including daily meetings and the management of timesheet records.

Work with the Assistant Site Supervisor in managing the Site Construction Safety Officer (“Site CSO”) ensuring compliance with WorkSafe BC and DHD regulations and policies; and safety meetings and site safety training is conducted with all trades and DHD employees.

Ensure and enforce compliance with WorkSafeBC regulations and DHD policies on site at all times.

Create material take offs for any or all materials needed to complete the housing units especially forming, framing, trim and siding building supplies and then process orders for said material.

Coordinate, schedule and manage all other sub trades and their material.

Assist in the selection of machinery, equipment and tracking of inventory.

Assist in the orientation of new trades to work site with site safety and orientation meetings when the Site CSO is not available to conduct.

Conduct daily and weekly site meetings with trades and DHD employees, recording and distributing minutes as a record of the meeting, in a timely fashion.

Conduct toolbox meetings and maintain daily site logs.

Review quality of the work conducted on site, manage sub trades performance and create deficiency lists.

Ensure work is substantial complete for each sub trade signing off once work is complete.

Book and assist in the management of inspections with consultants and the District of Squamish as required and follow up with trades on deficiencies until complete.

Work with Assistant Site Supervisor(s) supporting them to achieve their performance objectives.

Work with the Assistant Site Supervisor(s) in the leadership and development of the Site CSO, Site Forepersons, Carpenters, Labourers, Machine Operators and Assistant Machine Operators' knowledge and capabilities.

Assist the Project Manager in creating a resource allocation chart to help determine the utilization of current staff and hiring needs and support the hiring process.

Assist in the interviewing/selection process for new hires within the department. Work with the Project Manager, Assistant Site Supervisor(s) and hourly staff including carpenters and labourers to ensure the effective onboarding orientation, training and coaching of all new construction staff.

Complete other duties that may be assigned from time to time by the Project Manager.

Provide mentorship and support to site team to ensure they have all the tools and collateral required.

I. Qualifications

Education and Experience

- Minimum 3 years of Supervisor experience in construction management, preferably on duplex, townhouse and apartment building projects or large custom build projects;
- Valid Class 5 BC Driver's license;
- Occupational First Aid Level 2 an asset;

Skills

Comprehensive knowledge of:

- Construction drawings, current building practices and BC building codes;
- All facets of the construction process;
- WorkSafe BC regulations, processes and safety practices;
- Microsoft Office including word and excel software applications;
- Risk assessment and change management;

Proven skill in:

- Leadership;
- Strategic thinking;
- Problem-solving with the ability to effectively plan, prioritize and execute;
- Effectively engaging management level staff, employees and stakeholders in order to build partnerships, achieve strategic initiatives and attain organizational goals;
- Interpersonal relationship building;
- Conflict and crisis management;

Demonstrated ability to:

- Analyze organizational structure, identify processes and implement approved recommendations;
- Drive goals and results while maintaining quality and attention to critical details;
- Collaborate with a variety of stakeholders to produce high-quality results;
- Motivate and lead team;
- Guide, coach and develop team;
- Communicate and present clearly and confidently including translating technical language to lay audiences;
- Produce clear, concise and accurate written documents and reports; and
- Innovate, while staying current with industry trends and best practices.

DHD has a comprehensive benefit package that includes competitive salaries, performance and investment bonuses, extended health and dental benefits, paid sick time, generous vacation and flexible work arrangements. For more information about DHD, visit us online at www.dhdev.ca.

TO APPLY

Candidates are asked to submit a resume and cover letter in one document formatted as pdf detailing experience and qualifications to admin@dhdev.ca

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.**