

Assistant Site Superintendent - Job Description

.1 Role Overview:

The Assistant Site Superintendent is responsible for assisting the Site Superintendent in the overall operations and production at their assigned project and jobsite. They will work with the project team to manage quality, schedule and budget that will fulfill the company's mission in being profitable, providing growth and maintaining a strong reputation in the industry.

.2 Organizational Relationship:

Directly accountable to the Site Superintendent for effectively performing all responsibilities assigned. The Assistant Site Superintendent works directly with the Site Superintendent, Site Staff, Project Manager, Project Coordinator, and Accounting Staff for their assigned project.

.3 Role Details:

- Reports to the Site Superintendent.
- Provide regular updates on Nation employment and contracting data, including hours worked and value received. Provide strategies for improvement where necessary. Liaise with Owner's representation.
- Supervise and ensure safety and productivity of own forces and trades.
- Follow Yellowridge's Occupational Health and Safety program and WorksafeBC Legislated requirements.
- Site Orientations as required. YCL Site Employee orientations to be completed and sent in with hiring paperwork.
- Do a hazard analysis if required and verify all trades have submitted hazard assessments for the day and review.
- Address any safety issues – fix guardrails, caution off areas etc.
- Take a head count
- Perform regular site walk throughs and address any safety issues
- Observe trades and ensure Safe Work Practices and Procedures are being followed
- Issue progressive discipline notices as required with approval of Site Superintendent
- Give Site Superintendent daily inspections to review with head counts
- Facilitate mandatory safety toolbox meetings to own forces and trades.
- Participate in safety inspections and incident investigations.
- Ensure that vehicle and equipment checks are carried out.
- Prepare all safety paperwork to be filed and/or reported to head office on a regular basis.
- Assign and schedule own forces and subcontractor tasks in consultation with the Superintendent.

- Recognize, address, and resolve challenges, issues and project requirements for own forces and trades.
- Assist in supervising own forces scopes of work including rough carpentry, concrete, fencing, hoarding, guardrails, and other general conditions work.
- Process purchase orders and work orders for required materials and services.
- Periodically reassess schedule and work-flow to meet forecasted production.
- Assist Site Superintendent in overseeing the execution of the work, including quality and production, ensuring that the work is completed to job specifications and follows the plans.
- Inspect and measure completed work.
- Assist with the daily site reporting (i.e daily diaries, timesheets, safety reports, tool inventory etc.) as assigned by the Site Superintendent.
- Other duties as requested.

.4 Required Knowledge, Skill and Abilities:

- Ability to work independently is imperative.
- Team player and capable of thinking outside the box.
- Gathers and analyzes information skillfully.
- Ability to make sound, timely, and accurate judgment while supporting reasoning for decisions to solve a wide range of project problems.
- Ability to use a computer for email.
- Ability to fill out forms accurately.
- Professional, responsive, and a positive work attitude.
- Resourceful, flexible, and well organized.

.5 Education and Experience:

- Level 2 First Aid Certificate
- Construction technical training or equivalent experience required.
- Two years of experience in a leadership role on related construction sites.
- Trade Qualification is an asset.

Interested applicants can submit their cover letter and resume to Eileen Hawboldt at eileen@yellowridge.ca and Jason Jenkins at jjenkins@tsain-ko.com no later than August 21, 2020.