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Job title	Site Supervisor
Reports to	Project Manager

Company Overview

As one of Canada's leading ICI (Industrial, Commercial, and Institutional) construction companies servicing the GTA and surrounding areas, LCS strives to be a different kind of construction company by looking to pull together management philosophies from various industries. We specialize in project management and execution for: General Contracting, Construction Management, and Design-Build projects as well as perform our own work in house for Civil/Architectural and Steel Fabrication/Millwrighting. Our years of experience enable us to plan and schedule construction work around our clients ongoing operations and execute projects with speed and efficiency while respecting safety standards, cost, schedules, and quality control.

We are excited to be a change leader by doing our part to help change the construction industry by modernizing the work force through technology and enhancing the overall value proposition to clients through lean principles: maximizing customer value, eliminating waste, continuous improvement, collaboration, and most importantly – respect for others.

Duties and Responsibilities

The Site Supervisors are experienced industry professionals who possess all the necessary technical skills of their trade or occupation to oversee and coordinate the hands-on activities of field personnel and all sub-trades on the construction site. They hold primary responsibilities for supervising the Health & Safety, quality, and productivity of construction projects. This role involves client interaction and coordination with subtrades as well as LCS tradespersons. As with all projects associated with LCS, safety is the top priority. Site Supervisors are key personnel in ensuring workplace safety and they must know and apply all occupational Health and Safety rules and best practices. They are to ensure that all personnel on site are trained for their specific task, work safely, and wear PPE (Hardhats, safety glasses, high visibility clothing, and safety boots).

- Plan, organize, direct, control, and evaluate projects from start to finish on-site according to drawings, specifications, schedule, and budget provided by the Project Manager
- Liaison with the Ministry of Labour, Ministry of Environment, Fire Department, Safety consultants, and owner representatives
- Ensure the site is maintained in regulatory compliance with OHS and LCS health and safety standards – ISO 45001
- Establishing methods to meet work schedules and coordinating work activities with other departments / subcontractors / supervisors
- Resolve working problems and recommending measures to improve productivity and product quality

- Supervising, coordinating, and scheduling the daily activities of construction trades people including LCS field staff and all subtrades
- Ordering material and supplies and coding packing slips in relation to the project and codes booklet in accordance with accounting policies and procedures
- Perform trade related tasks and physical construction work (including material handling) when required
- Provide weekly accurate and coded time sheets in accordance with accounting policies and procedures
- Utilize 'Procore' for all pertinent documentation as outlined by Project Managers and Project Coordinators
- Additional administrative tasks from the job site as requested by Project Managers
- When necessary, escalate on-site problems to appropriate office personnel

The Site Supervisor is a role that is based at varying job site locations throughout southern Ontario.

Working Conditions

LCS is an equal opportunity employer. Site Supervisors are required to be on site. We focus on the right people working for us at LCS, people who are willing to work hard and embody our values as an organization:

- #1 Be Better Than Yesterday
- #2 - GSD - Get Stuff Done!
- #3 - Respect for Others
- #4 - Enjoy Life

Qualifications

This role requires a self-starter with strong interpersonal communication skills. The Site Supervisor will manage and administer the successful completion of ICI projects. Organizational skills are crucial as this position often juggles multiple unrelated tasks at any given time. Ideal candidates will meet the following criteria:

- 5-7 years in supervising construction related projects
- Ability to lead teams to accomplish time sensitive tasks
- First Aid certification
- Supervisory Basics required; additional training preferred
- Certified Journeyman trades person (Carpenter, Millwright, etc.) is an asset
- Courses or certification in General Building Systems
- Proficiency in MS Office 365 suite of products
- Must be computer literate and current with modern technologies including experience with Procore project management software
- Self-motivated with strong willingness and ability to learn and be challenged.
- CM-LEAN preferred
- Gold Seal Preferred

Approved by:	
Date approved:	