

Site Supervisor

Acadian Construction is a locally owned company that was established in South East New Brunswick in 1958. Our company is built on a commitment to our clients, investment in our people and focusing on our core values: Teamwork, Integrity, Professionalism and Engagement.

Acadian takes pride in building and we strongly believe in giving back to our community by supporting local charitable causes both financially and through volunteer work. A healthy community allows healthy businesses to thrive.

We are looking for new team members who describe themselves and are energized by the following:

- Excellent problem-solving skills, customer service and communication skills.
- Able to build relationships, collaborate, and work with various types of personalities.
- Able to lead a dynamic team.
- Schedule, analyze, organize, and prioritize work while meeting multiple deadlines.
- Proactive and can take the initiative on individual tasks within the scope of expertise.
- Communicate clearly and comprehensively in person, one-on-one, or in groups.

Acadian Construction is a well-respected member of the construction industry with an excellent reputation with both our clients and other members of the industry. We can attract top talent through:

- A competitive compensation package.
- Pension Plan
- Excellent health benefits including an Employee Assistance Program
- Professional Development Opportunities.
- A strong team culture.
- A modern office with free access to our onsite Gym Facility.

Duties and Responsibilities:

- Reviewing project start-up activities. These include understanding required documentation and ensuring the scope is clear from the Project Manager.
- Reviewing project plan and consult with PM as required.
- Act as site leadership for all trades and contractors.
- Troubleshoot any on-site project related issues as needed. Escalate any project related issues to the PM for resolution when unable to resolve on site.
- Conduct all closeout activities.
- With the PM ensure clear communication with subcontractors and the work that is being done on various projects.
- Responsible for managing risk and problem solve through various projects.
- Acts as liaison with Owners/Clients on projects. Ensure communication and expectations are clear on both sides.
- Provide 1st class customer service to Acadian's clients, ensuring satisfaction and future relationships.
- Ensure all trades have proper safety training, onboarding, and skills required to complete their duties.

- Inspect work being done by trades and sub-contractors throughout the project in order to ensure it is compliant with the project plan and quality requirements.
- Complete documentation as required on a weekly basis.
- Responsible for overall project site safety (inspections, reporting, compliance...)

Qualifications:

- Two years of experience in a similar type of role is required. Five years would be considered an asset.
- Comprehensive knowledge of building construction from start to finish is required.
- Construction trade knowledge would be considered an asset but not required.
- Proficiency (Intermediate level) in Microsoft Office (Word, Excel, PowerPoint, Outlook) and using other computer software would be an asset.
- Ability to read and understand construction drawings and specifications.
- Bilingual would be considered an asset but not required (French and English).

If you think that you have what it takes to work at Acadian Construction, then we look forward to hearing from you.