



Employment Opportunity Site Superintendent

Opportunity- Site Superintendent

Today DORA is more committed than ever to building communities that are connected and making an impact. To support their continued growth, we are looking for a Site Superintendent to join our team. The Site Superintendent directs all construction activities at the job site in accordance with project schedules, specifications, procedures, and safety programs. This position is also a “working” supervisory position which means as required, the person filling this role must be prepared to participate on site assisting the work crew.

As part of the Site Supervisor role, you can expect frequent interaction with clients, subcontractors, suppliers, consultants, engineers, architects, regulatory/jurisdictional authorities, and other industry professionals (external). You will have close working relationships with the field operations team, the project manager/coordinator (of assigned project), accounting, HR, payroll, and the administrative support staff (internal).

Successful candidate will be responsible for:

**Including but not limited to:*

- Direct all construction activities at the job site in accordance with project schedules, specifications, and procedures.
- Ensure job sites and individuals within project limits remain in compliance with company safety policies and regulations. Correct any unsafe conditions.
- Issue notice of non-compliance or dismiss any personnel not performing according to safety and conduct requirements.
- Participate in the pre-construction conference to become familiar with the job peculiarities and offer practical advice pertaining to the various project schedules, methods of work, etc.
- Organize schedule and obtain needed personnel and proper equipment to ensure timely project completion.
- Maintain working relationships with the clients, consultants, inspectors, subcontractors, and other employees. The DORA Project Manager will review any “need to know” particulars about any of these individuals that are important to the project.
- Ensure proper paper flow to and from the home office.
- Review working estimate with DORA project manager to become familiar with all aspects of the project budget.
- Code packing slips and purchase orders.
- Conduct regular safety meetings. Records meetings on DORA meeting minute’s forms.
- Issue field purchase orders in accordance with outlined procedures, issue daily reports, maintain rental and small tool logs, and post field construction documents with addendum, clarifications, and document changes.
- Assist in the implementation and monitoring of the DORA company safety program.
- Ensure proper building details and methods of construction are adhered to.
- Perform additional duties as assigned by DORA.
- Reports directly to the Project Manager



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Successful candidate will have the following qualifications:

- Demonstrated knowledge of the Construction Industry
- 5 years' experience supervising commercial construction projects.
- Excellent people skills with the ability to build and maintain successful relationships with various stakeholders.

Salary

Negotiable based on experience.

Benefits and perks:

- Medical and Dental Benefits
- Group RRSP plan
- Boot Allowance
- Healthy Living expense account
- Paid Holidays
- New Employee referral incentives
- Professional training opportunities
- Paid vacation time
- Paid Volunteer time

All applications are strictly confidential.

If you are interested in this rewarding career opportunity with us, please send your resume in confidence, to bsisco@doraconstruction.com

We thank all applicants for their interest, however only those selected for an interview will be contacted.