



VANDYK *group of companies* has gracefully evolved into a midsized Builder, Developer, and Project Management firm in the Ontario market. Over the past 20 years, VANDYK communities has emerged as one of Ontario's finest home builders. We have grown from a modest home builder to a more robust group of companies, providing independent and vertically integrated real estate products and services.

Job Title: Site Superintendent Residential Low Rise – Cobourg, Ontario

Responsibilities:

The Site Superintendent is VANDYK's key job site representative and as such it is imperative that a professional and conscientious attitude be maintained at all times. The Site Superintendent is responsible for overseeing all day-to-day construction activities at our new home site in Cobourg, Ontario.

The following is a list of the major responsibilities of the Site Superintendent:

- Assist in the preparation of the project schedule.
- Review the project plans and specifications and comment on the building design, scheduling, possible cost savings measures and potential construction problems.
- Review and accept the general conditions budget.
- Assist in assembling the job site staff and equipment requirements.
- Set up the job site (i.e. trailers, shacks, tool cribs and furniture).
- Determine the location and obtain stake-out of existing services.
- Supervise and direct an O.L.S survey crew in laying out the main building grids and corners as required.
- Supervise and direct the laying out of the main building elements whether carried out by an O.L.S survey crew or VANDYK's own forces.
- Contact, schedule and coordinate all subcontractors, suppliers and utilities.
- Monitor and maintain the project construction schedule on a weekly basis.
- Organize and control VANDYK's own labour force including preparation of time sheets. Conduct periodic performance reviews of site staff.
- Raise and discuss relevant issues at the job site meetings.
- Inform the Project Manager of any errors, discrepancies or omissions contained within the Consultant's design drawings.
- Complete and forward to head office, the Site Superintendent's Daily Report form
- Maintain a safe job site and ensure that the requirements of the Occupational Health and Safety Act are enforced. Assemble the job site safety committee and chair the required job site safety meetings.
- Coordinate and direct independent testing and inspections as required.
- Maintain and enforce good construction standards and quality control.
- Maintain control and responsibility for the security and operation of VANDYK's directly owned equipment on the job site.
- Control and monitor labour, material and equipment expenses. Assist in the preparation of the monthly cost forecasting summaries.

- Ensure that “as-built” drawings are prepared on an ongoing basis by all trades during the construction period.
- Coordinate all required municipal inspections.
- Prepare and expedite project deficiency lists.
- Maintain a neat and tidy site.
- Manage all After Sales Service functions on site with the support of Head Office staff

Qualifications:

To be considered for this position you will possess the following skills, attributes, and abilities:

- 8 - 10 plus years experience as a Low Rise Site Superintendent.
- College or university degree in a construction related field.
- Direct experience in dealing with a wide range of construction trades, suppliers, the Tarion New Home Warranty Program, and new home purchasers.
- Must have understanding of construction terms, scheduling and planning concepts.
- Proficient in Microsoft Word, Project, and Excel.
- Excellent organizational, presentation, and interpersonal skills.

Application & Remuneration:

VANDYK *group of companies* offers an attractive remuneration, benefit package; compensation will be based on skill level and experience.

Interested applicants should forward their curriculum vitae to: careers@vandyk.com