

## *Site Superintendent*

OTTAWA, ONTARIO

### **Build on Your Career with Morley Hoppner**

Morley Hoppner is an Ottawa-based builder that is lean enough to be personally involved with the community and dynamic enough to meet our goal of making a positive impact on the livability of our city. In our 25 years of experience, we have established a reputation as a builder who crafts quality buildings designed to be both artistic and functional. From the front office staff to the on-site construction crews and every staff member in between, we share a sense of pride in the work we do to better our community.

Our close-knit team is growing, and we seek to add a Site Superintendent who can positively contribute to our vision of enhancing city neighbourhoods.

### **Primary Responsibilities**

This position is responsible for managing and co-ordinating all onsite activities workers and sub-trades to ensure that projects are completed within deadlines and to the highest quality standards.

### **Major Duties**

- Supervise and coordinate all on-site construction activities.
- Contribute to the development of a construction plan, site specific safety plan and quality plan.
- Have a thorough knowledge of the project plans and specifications.
- Monitor and control construction overhead expenses.
- Ensure compliance with project construction schedule.
- Advise the Project Manager of potential problems, work interferences and schedule difficulties and assist in resolving these problems.
- Implement, Execute and Monitor Site Specific Safety Plan.
- Implement, Execute and Monitor Quality Plan,
- Complete all documentation as required; daily site super reports, daily and weekly communication reports etc.
- Prepare project “as built” drawings.
- Prepare deficiency lists and complete all deficiencies within scheduled timeline.

### **Experience & Competencies**

- Proven leadership ability.
- Excellent communication and interpersonal skills.

- Excellent organizational and time management skills.
- Thorough understanding of construction methods, scheduling and plans reading.
- Thorough knowledge of Ontario Building Code.
- Thorough knowledge of Occupational Health and Safety Act.

### **Education/Skills/Certifications**

- Construction related degree/diploma.
- Three years of ICI experience.
- First Aid/CPR "C" certification.
- Working at Heights/WHMIS certification.
- Proficient in MS Office and MS Project.

### **Application Process**

If you believe yourself to be a match with the above requirements and are determined to bring new skills and ideas to the Morley Hoppner team, please get in touch.

Kindly send your resume and cover letter with subject "Site Superintendent – Your Name" to [klackey@morleyhoppner.com](mailto:klackey@morleyhoppner.com)

We will reach out to all applicants with whom we wish to pursue a conversation.

**Thank you for considering a career with Morley Hoppner.**

