

Site Assistant Supervisor - Residential Construction

Genesis Business Group – Calgary, AB

MARCH 2024

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also an award winning residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title: Site Assistant Supervisor – Residential Construction

Reports To: Site Superintendent

Job Type: Full-Time Permanent

Location: Calgary and surrounding areas.

The Site Assistant Supervisor is an integral part of the Genesis Builder Group's team. The successful candidate will have an established track record in construction site work with a focus on meeting safety standards and the ability to coordinate and work well with other trades persons. The successful candidate must be flexible with taking on tasks, learning, and growing as part of a team.

Role Responsibilities

- Provide assistance to the Site Superintendent.
- Ensure complete adherence to Genesis' Construction processes in accordance with Company policy and procedures.
- Assist in the construction of each assigned home from foundation to key release.
- Check and schedule the city inspections.
- Attend regular staff meetings, may be required to substitute for the superintendent at such meetings. Be prepared to discuss safety, quality, production timelines, costs and any other issues determined by the Superintendent.
- Ensure all work is being done in a safe manner and enforce Genesis' safety standards and laws within this position's scope of authority.
- Ensure homes are as clean and presentable at all times while under construction.
- Fix and eliminate deficiency items before Pre-Occupancy inspections, including preparation for occupancy inspection.
- Coordinate repair(s) of deficiency items listed on Pre-Occupancy and possession with site staff and trades before (and after) closing.
- Perform drywall touchups as required for each home.
- Ensure complete cleanup of home, (inside and outside), prior to quality assurance and pre-occupancy walk through.

- Perform visual inspection of exterior home to assess state of completion.
- Develop a constructive and helpful working relationship with the homeowner.
- Other duties as assigned by Site Supervisor.

Competencies and Skills Required:

- High School Diploma or equivalent, required.
- 2 - 4 Years of construction site assistant supervisor experience or similar.
- Valid Class 5 Driver's License, and a reliable vehicle, preferably a truck
- Have a good understanding of blue prints and Alberta Building Code requirements
- Strong knowledge of hand tools, and how to use them.
- Strong understanding and execution of construction duties.
- Ability to lift 80-100 lbs.
- Work in all weather conditions.
- Ability to spot concerns and communicate to team.
- Self-starter, proven time management skills, good attention to detail and problem-solving skills, always results driven and have a passion to take ownership and own results.
- Ability to work independently and within a team and is willing to learn.
- Excellent written and verbal communication skills, and knowledge of other languages considered an asset.
- Ability to maintain confidentiality regarding all business and employment issues.

Working Conditions

- This position works regular business hours Monday - Thursday from 8:00 am to 5:00 pm and Friday from 8:00 am to 3:00 pm in Calgary and surrounding area.
- Regular travel to construction sites across the city is required.
- Capacity to work irregular hours when operational and business requirements indicate.

All interested and qualified applicants please apply by sending your resume to Human Resources Department at careers@genesisbuilds.com with the subject line "**Site Assistant Supervisor – Residential Construction**".

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.