

Site 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 Supervisor – Residential Construction*

Reports To: *Construction Manager*

Job Type: *Full-Time Permanent*

Location: *Calgary and surrounding areas*

The Site 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

- Must be able to operate a motor vehicle as driving to and from construction sites is a key job requirement;
- Must possess an Alberta Government issued valid motor vehicle driver's (operators) license;
- Must provide leadership to, as well as mentor, upcoming site assistants. Assistant must also be utilized to the fullest of their capabilities;
- Ensure that all outstanding construction issues, if any, from pre-possession or possession are completed in a timely fashion;
- Ensure that homes under construction, as well as completed homes, are safe inside and out;
- Make sure homes are completed prior to orientation and that pre-possession inspection is complete and free of deficiency and conditions prior to possession day. Inspection must be passed in order for a customer to be granted occupancy;
- Update office on all homes on a weekly basis;
- Ensure lot damage inspection reports are done prior to excavation and submitted to the office;
- Ensure all homes are built according to the approved plans, specifications, building codes, change orders;
- Ensure trades are scheduled in a timely manner and work completed meets Genesis standards;

- Approve trade invoices for payments;
- Maintain measures to prevent theft and misuse of inventory;
- Ensure site and homes are clean of garbage;
- Complete framing and various other checklists during the construction process of the home and submit paperwork to office;
- Provide recommendations regarding trades and suppliers;
- Complete other duties as may be reasonably requested by the corporation from time to time.

Competencies and Skills Required:

- High School Diploma or equivalent, required.
- 2 - 4 Years of construction site 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 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.