

## Site Manager - Job Posting

Klondike Contracting (KC) is a Vancouver-based, award-winning, general contracting and construction management firm. Our dynamic team of professionals prides itself on delivering exceptional results for our commercial and residential clients. Year over year we continue to grow because we provide quality work to our clients.

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Do you:

- Ask smart questions to find the answers you are looking for?
- Have a thirst for knowledge that you apply in your work?
- Take charge and own the work that you do?
- Describe yourself as self-motivated to complete quality work on time?
- Appreciate and meet deadlines?

The **Site Manager** is responsible for the management and supervision of high-end commercial tenant improvement & residential renovation projects. Our Site Managers are required to be pro-active, technically skilled, possess a strong work ethic and know how to safely drive a project to completion on schedule, on budget and to the highest degree of quality workmanship.

### Job Responsibilities:

This is a management position. The **Site Manager** is responsible for managing all aspects of construction projects and resources from the field, from their initial mobilization through to completion.

The **Site Manager** works under the general direction of the Director, Construction and is responsible for proactively managing their project team.

Responsibilities include, but are not limited to:

- Working with KC staff, consultants & clients, as needed, to establish scope of work, project budgets (including all costs related to supplies, labour and trade contractor costs) and schedule;
- Establish and manage construction schedules; managing all site labour, consultants and trade contractors to ensure that all milestone and completion dates are properly met;
- Keep KC office staff informed on progress and obtain instructions and directions from them as required;
- Coordinate construction and trade contracts, as necessary;
- Manage all documentation required to be completed, exchanged and/or delivered to meet the requirements of construction and trade contracts;
- Manage, direct and liaise with consultants, including architects and engineers to ensure that budgets and construction schedules are met;
- Source, organize and manage construction supplies;

- Organize, schedule and supervise construction labour;
- Organize, schedule and supervise trade contractors;
- Manage and supervise compliance with occupational health and safety requirements and best practices on site to meet or exceed all WorkSafeBC regulations and requirements;
- Liaise & coordinate with municipal building inspectors;
- Ensure all necessary building & trade permits are obtained;
- Ensure all requirements for obtaining occupancy permits are met;
- Establish deficiency lists and manage labourers, suppliers, consultants and trade contractors to ensure any deficiencies and defects in construction are fully remedied in an efficient & expedited manner;
- As necessary, perform routine construction tasks to ensure that the project is completed on time and on budget;
- Assist in obtaining & assembling all close-out documents and close-out tasks to complete construction projects;
- Direct and manage required Builders' Lien Holdbacks, working with KC accounting staff; and
- Other duties as required to meet project requirements.

#### **Required Experience & Skills:**

- 5-10 Years of experience as a site supervisor in high end retail, preferably in the greater Vancouver area
- General knowledge of all aspects of commercial & residential construction
- General knowledge and familiarity with standard construction contracts and contractual terms and practices
- Must have OFA Level 1 certification
- Must have work vehicle & basic hand tools
- Proven experience successfully managing consultants, sub-trades & in-house staff to meet their objectives
- Familiar with all aspects of WorkSafeBC and has a strong work safe attitude
- Technically strong: ability to read Architectural, Structural, Mechanical & Electrical plans
- Knowledge of provincial & municipal building code (Part 3 & 9)
- Self-starter with solid listening skills & good judgement
- Works well in team environment & under pressure
- Great communication skills (written & verbal)
- Detail-oriented, organized & passionate about quality
- Very presentable, hardworking & respectful
- Ability and flexibility to work a variety of hours and work in multiple locations to meet project requirements
- Red Seal Interprovincial Certification in Carpentry is an asset
- Must be legally able to work in Canada

#### **How to Apply**

We want to hear from you! Please apply through our website careers page and/or email your resume and a cover letter that summarizes your project experience to [careers@klondikecontracting.com](mailto:careers@klondikecontracting.com). Please indicate **Site Manager** in the subject line.

We would like to thank all applicants who apply. Only those selected for an interview will be contacted.