

**Westland Construction LTD**  
**Site Superintendent**

Westland Construction is a Winnipeg based General Contractor that performs projects in the commercial and industrial markets. We are currently accepting resume's for the following position:

Site Superintendent

The successful candidates shall have experience relative to commercial general contracting, construction management and design-build construction methods.

Responsibilities: On-site supervision of project, to ensure that the projects are completed in the following manner.

1. Quality controlled.
2. Timely.
3. Cost-efficient.

Job Specific Characteristics

1. Strong management skills for coordinating projects as well as managing all people on site.
2. Ability to effectively read and interpret drawings and specifications.
3. Ability to manage multiple priorities.
4. Ability to plan a logical and effective course of action.

Organizational Characteristics

1. Team player.
2. Equitable decision maker.
3. Flexible.
4. High initiative.
5. Problem Solver

Qualifications

1. Minimum 5 years of trade experience.
2. Minimum 3 years of supervisory

General Staff Performance

1. Interpersonal skills with people inside and outside organization.

2. Ability to handle and receive direction and take action.
3. Ability to prioritize activities.
4. Punctuality.
5. Motivation and willingness to work off hours on demand.
6. Ability to conduct themselves in a professional manner.
7. Cultivating a positive work environment for all involved.
8. Ability to communicate with office.

#### Administrative Function

1. Submitting paperwork (daily reports, timesheets, packing slips, etc.) in an orderly and timely manner.
2. Following office procedures for Purchase Orders and Tool sign-out.
3. Minimize issuance of Purchase Orders to facilitate better project planning.
4. Full knowledge of Procore and its abilities and daily site functions.
5. Ability to follow Westland Operations Manual.
6. Improvement and development of overall policies and procedures.
7. Submit documentation in a timely and complete manner.
8. Written & oral communication skills.
9. IT skills as required.
10. Pursuit and attendance of educational courses for overall development

#### Safety Function

1. Adherence to and enforcement of Safety Program.
2. Holding bi-weekly safety meetings on site and submitting minutes.
3. Completing Incident / Accident Reports timely and correctly.
4. Maintaining a clean and safe work environment.

#### Supervisory Function

1. Ensuring project is completed in a timely and cost-effective manner.
2. Ability to read and interpret drawings effectively.
3. Ability to instruct and assist other staff members in proper and effective work methods and showing leadership qualities.
4. Providing new client contacts / additional work through interaction.
5. Responding to phone messages / text messages.
6. Supplier knowledge and contacts for cost comparison and assessments.
7. Being proactive with overall planning, purchasing and preparation for project efficiency.

#### Purchaser Function

1. Supplier knowledge & contacts for cost comparison & assessments.
2. Ensure that any material or equipment acquisitions are competitively priced based on quality and availability.
3. Being proactive with overall planning, purchasing and preparation for project efficiency.

Job Requirements:

1. Legally entitled to work in Canada.
2. Valid Class 5 Drivers License and own vehicle.
3. Manitoba resident.
4. Possess basic tools.
5. Ability to perform a wide range of construction applications.

We offer multiple company incentives and the latest technology to ensure our staff is equipped with the highest industry standards. We provide an excellent environment for support & training. Competitive wages, benefits package and company gatherings enable us to have long term staff. We invite you to come see us at our website at [www.westlandconstructionltd.com](http://www.westlandconstructionltd.com).

Salary will be commensurate with experience. Deadline for applications is Thursday, September 1, 2022

We thank all applicants, however only successful candidates will be contacted.

Please respond via e-mail [info@westlandltd.net](mailto:info@westlandltd.net) or by fax @ 204-694-5484.