



Unit #102 - 1339 McGill Road

Kamloops, B.C. V2C 6K7

Phone: 250.851.9292

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www.AandT.ca

Project Supervisor

Job Summary:

A&T is one of the Thompson Okanagan's top developers and general contractors and has celebrated more than 25 years of exceeding client expectations through the creative use of space, quality craftsmanship and attention to detail.

Led by strong business ethics and community-minded values, we are known for our high standards in the commercial and residential building industry. These standards guide our team of construction and technical experts, as well as our qualified trades partners, toward exceeding each client's expectations – on time and on budget – on every project.

It is this commitment to quality product and workmanship, and client care that has propelled A&T's growth and success since 1992, and has resulted in numerous return clients and a long list of prestigious industry awards.

We are currently hiring **Project Supervisors** who consider Safety a number one priority. Working collaboratively as part of our project team your role will be to provide various service and support to our site-based teams at locations in Kamloops and the surrounding areas.

The Project Supervisor is appointed by the President and/or Partners of the company and must have the following qualifications:

1. An ability to thoroughly understand and follow plans and specifications in the construction of project.
2. Leadership ability.
3. Thorough knowledge of construction techniques and the imagination to derive the most efficient method of completing a task.
4. Foresight to predict problems before they develop.
5. A conscientious attitude towards controlling job costs and adhering to progress schedules.
6. Ability to use a transit and level and oversee all aspects of job layout and surveying.
7. Ability to communicate our plan and sequence of activities to all subcontractors and material suppliers to effectively implement our goals.

Purpose:

The purpose of this standard procedure is to define the job description of the Project Supervisor through the outline of his duties, authorities, and responsibilities.

Authority:

The Project Supervisor reports to the President or vice president and is granted full authority to hire, terminate, and recommend for promotions all personnel under his jurisdiction.

Responsibility:

The Project Supervisor is directly responsible to the President for the proper discharge of his duties. He may delegate portions of his authority to other qualified personnel, but does not relinquish total responsibility.

Duties:

The Project Supervisor principal duty is to properly schedule the work of the crews, equipment and subcontractors to achieve maximum production in the most efficient manner.

In order to carry out this overall duty, the following duties must be properly fulfilled:



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1. Ascertain that foremen are well qualified and are efficiently carrying out duties assigned.
2. Properly layout a project, making certain that the proper grades are followed and the structure is accurately located.
3. Review the job schedule and cost breakdown, resolving all differences of opinion with Project Manager at the beginning of the job.
4. Set up the job office and equipment trailers and see that permits, labour notices, safety rules and regulations, and E.E.O.C. material are posted in a conspicuous place. Set up sanitary stations and water coolers in strategic areas.
5. See that company and E.E.O.C. policies in employing minorities are complied with.
6. See that the safety regulations are followed by company and subcontractor crews. Safety meetings must be adequately attended.
7. See that a complete first aid kit and folding cot, if required, are available in case of emergencies.
8. Have a thorough knowledge of the plans and specifications for each project assigned.
9. Maintain a high standard of quality control at all times.
10. See that good housekeeping practices are observed and maintained by both Myers' crews and subcontractors.
11. Ascertain that safety barricades are in proper place and safety lights properly operating.
12. Maintain a good relationship with the Project Manager, seeking his/her assistance in the scheduling of materials, equipment and subcontractors.
13. Keep the progress schedule current, review schedule status and job costs at least once each month.
14. Maintain inventory control over tools and equipment, ascertaining that movable tools are returned to the tool room and all other equipment adequately secured.
15. Ascertain that the project is secured each night.
16. Assist the foremen with any problems.
17. Make out the Supervisor daily report each day, mailing it to the office each night, or sending it to the office the following day.
18. Insure that all change orders are properly executed and indicated on as-built plans.
19. Review attendance each morning and afternoon.
20. Forward all receipts, mail, reports and shipping "drays" to the office each day.
21. Attend pre-construction and construction meetings, taking notes on areas that may present a future problem and present to the Project Manager for consultation.
22. Assist inspectors on their project reviews.
23. Maintain good relationships with inspectors, architects, subcontractors and other key people connected with the project.
24. Complete equipment use reports each day.
25. Coordinate maintenance of heavy equipment on the project and supervise effective utilization.
26. Attend, on request, all technical meetings for the purpose of discussing job progress and problem areas.
27. Maintain close communication with the Project Manager on any unforeseen problems which may develop.
28. Assist Project Manager in estimating percent completion of each item for monthly invoicing and of labour for each job cost report.

The above duties are not meant to restrict initiative, but rather to define minimum activities. These duties may be altered to suit the needs of the Company by the President and or Partners of the company.



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This **permanent, full-time position** requires a motivated individual who demonstrates integrity, honesty, energy and teamwork to be a fit within our culture.

A&T offers the opportunity to work on challenging, high profile projects and provides competitive compensation and benefits, including:

- Paid training opportunities
- Volunteer & social activities
- Competitive wage and benefits package

Please **email** all resumes to **Gary Reed** and **Brandon Lolli**. We thank all of those who apply, however only candidates selected for an interview will be contacted. If you have any questions regarding this position, please contact Brandon at 250-572-1739

Gary Reed – gary@aandt.ca

Brandon Lolli – Brandon@aandt.ca