



Site Supervisor

Job Category:

Administration and Management

Type:

Full Time

Location:

4987 Portage Ave, Headingley, MB R4H 1C7

Description:

Matix Lumber Inc. is a family and locally owned and operated professional building supply centre that provides for all of your building needs. We are a building supply and project centre providing project providing contractors and do-it yourself builders with the tools, materials, design, and construction services to support projects of any scale.

Matix Lumber services all sectors of the building industry and offer a comprehensive selection of quality lumber and building materials manufactured by North America's leading producers. We provide contractors, avid builders DIYers, and community leaders the tools, construction service, and design expertise to support residential and commercial projects – from start to finish.

We believe in building collaborative, mutually beneficial relationships with everyone we work with and have been able to achieve this through our industry experience, sound project execution, and visionary thinking.

The Construction Site Supervisor must have extensive knowledge of the building industry. The selected candidate has the demonstrated ability to provide a high level of customer service while simultaneously planning, organizing, directing and coordinating the daily activities of all assigned construction projects.



The Construction Site Supervisor's responsibilities include:

- Assisting with preparation and execution of overall work plan and schedule.
- Organizing and maintains project site files and documents; manages electronic document database and/or file sharing site.
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- Maintaining up-to-date, accurate documents for the project including drawings, plans, submittals, document logs, purchase orders, etc.
- Assisting with the hands-on labour work on site, as required.
- Reviewing subcontractor/supplier progress applications and payment certificates.
- Liaising with architects, consulting engineers, subcontractors and suppliers regarding contract and change notices, design revisions, RFIs, RFQs, etc.
- Preparing and participates in meetings with project team, architects, consultants and subcontractors
- Preparing and distributes accurate and detailed meeting minutes in a timely manner.
- Assisting with providing final document turnover to client at completion of project.
- Coordinating deficiencies in a timely manner.
- Maintaining project awareness in order to keep Project Manager(s) and others informed about status and potential project issues.
- Providing other technical office support as required by project team.
- Other duties/tasks as assigned.

The Construction Site Supervisor will have:

- A minimum of 7-10 years of building industry experience.
- University Degree in a construction-related discipline as well as demonstrated, progressive experience in General Contracting.
- Experience running multiple, concurrent projects and working on projects in remote communities would be considered an asset.



- Demonstrated competence in the areas of safety, workforce management, project execution, cost control, quality and administration.
- Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedule.
- Excellent computer skills and proficiency with MS Office
- Willingness to travel to and work with Northern Communities is a must: travel is 50-75% of the role.

Our employees enjoy a full range of health benefits and other Company perks including benefits, store discount, tuition reimbursement, and much more.

If you are interested in this exciting opportunity with Matix Lumber, apply today with your resume and cover letter.

Matix Lumber is an equal opportunity employer and is committed to fostering a diverse workforce that is equitable and inclusive for all. Matix Lumber provides equal employment opportunity to all employees and applicants without regard to an individual's protected status under the Human Rights Code including but not limited to race/ethnicity, persons with disabilities, members of visible minorities, religion, creed, sex or gender, sexual orientation, gender identity or expression, family or marital status, pregnancy/childbirth or related conditions, national origin, military or veteran status, or any other protected status. Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact hrcareers@matixlumber.com.

We thank all candidates for their interest, only those selected for an interview will be contacted.