



UNIT 633 - 5960 NO 6 ROAD | RICHMOND | BC | V6V 1Z1  
604.278.0912 | F 604.278.4628 | INFO@CAPEGROUP.CA

## Site Superintendent

### About Cape

The Cape Group is a three-generation, family run, fully stacked, and vertically integrated real estate and development company, operating since 1956. With more than 60 years of experience, we are known within the industry as a group you can count on. We develop high-quality projects that complement the vibrancy of neighbourhoods, whether it is working with landowners, institutions, or home buyers, we listen and deliver. From high-rises to warehouses, office buildings to master planned communities, our dedication to building quality and building relationships is at the forefront of everything we do.

### The Opportunity

The Superintendent position will provide overall onsite leadership, administrative and technical management for the construction of a project. The Project Superintendent is accountable for onsite safety, contracts, schedules, quality & cost control, people and administration of the project. The Superintendent is responsible for the management of project performance and to protect and promote the interests of Cape Construction, its employees, clients, subcontractors and relationships to ensure that projects are delivered on time, on budget and within our quality standards, in a safe and efficient manner. This is a safety sensitive position.

### Responsibilities:

- Ensure proactive project safety management and security practices in keeping with Cape's Safety program. Cooperate fully with Cape's Safety program and promote ongoing training and development.
- Understand and enforce responsibilities under the Prime Contractor legislation as applicable.
- Have a thorough understanding of the different types of construction contracts frequently utilized with Cape Construction (Stipulated Sum, Construction Management, Design-Build).
- Have complete knowledge of all Prime Contract and Subcontract documents, drawings, specifications and relevant key drivers.
- Plan and review the construction program with the Project Manager and Business Development/Estimating staff including procedures, plant, temporary facilities, construction procedures, equipment and manpower.
- Be accountable for the acquisition, usage and management of all tools and equipment.
- Purchase construction materials for work to be delivered by Cape Construction workforce, and /or that is not tendered, or part of a subcontractor's scope.
- Manage costs through proactive planning and utilize Procore as a first source where practical.
- Predetermine temporary construction services and efficient timing of same.
- Establishing effective communication with consultants, subcontractors and clients.
- Have a strong working knowledge and understanding of the project estimate (including self-performed work breakdowns, field purchasing requirements, subcontract breakdowns, cash allowances and seasonal controls). Accountability to project costs is a shared responsibility between the Superintendent and Project Manager.
- Submission of cost coded timesheets, quantity reports, purchase orders, delivery slips, QA/QC documentation, daily reports and all administrative tracking/management documents as required by the Project.
- Review all plans, specifications and project documentation for the purposes of discrepancies and constructability review. Report all findings in a timely manner to the appropriate parties as determined by Contract.
- Manage and track potential Contract changes. Track and report labour/material/subcontract time and material field activities. Assist the Project Manager in work-up of Stipulated Sum CCN submissions relative to constructability means and methods and schedule impacts.

- Participate in month-end project reviews.
- Ability to perform mid-level internet and computer functions to facilitate required project controls.
- Plan and facilitate field trade meetings to ensure project metrics are achieved.
- Lead and manage resources and Cape onsite workforce to maximize productivity.
- Assist the Project Manager in the development of the project Master schedule. The prime responsibility of schedule tracking and management shall reside with the Superintendent.
- Utilize 3-week look-aheads to manage on site schedules, resources, trade commencement and material deliveries.
- Coordinate and direct the activities of subcontractors and suppliers.
- Ensure all necessary permits and approvals are in place and copies of such approvals are on site prior to commencement of the applicable scopes of work. This includes, but is not limited to, permanent and temporary works, self-performed and subcontracted work.
- Assist the Project Manager in establishing a detailed commissioning/handover schedule. Ensure a rigid, detailed and timely close-out process.
- Work with the Project Manager to ensure trade start-up meetings are held prior to subcontractor work commencing.
- Work with the Project Manager to establish schedule recovery plans in the case of schedule slippage.
- Establish a site QA/QC plan during the pre-construction phase in conjunction with the Project Manager. Ensure QA/QC is managed and documented to demonstrate compliance with the Contract documents.
- Coordinate and direct the activities of Inspection agencies and affect remedial actions indicated within the reports. Advise the Project Manager if items appear outside of the scope of the Contract.
- Effectively plan and coordinate the project completion and handover process.
- Direct and facilitate training of the Cape's workforce.
- Participate in Cape initiatives to further personal growth and knowledge base.
- Assist in performance evaluations of personnel when required. Promote positive morale and encourage growth opportunities through leadership responsibilities.
- Maintain good relations with all project stakeholders and the public.
- Facilitate growth and development of leadership roles within the Foreman and lead hand forces.
- Adhere to Cape's Policies and Procedures.

#### **Requirements:**

- Journeyman trade certificate
- A minimum of 5 years trade experience or relevant post-secondary education
- A minimum 5 years relevant project management / site leadership experience (on site experience mandatory). This can be concurrent with the 5 years experience noted above.
- It is expected that this position will support construction Contracts up to \$30M in value.
- Demonstrated competency in a Superintendent role is required with a minimum of 3 projects successfully completed.
- Current First Aid, Leadership for Safety Excellence and Prime Contractor certification.
- Up to date safety training relevant to the requirements of the Project.
- A valid Class 5 driver's license is mandatory.
- Mid-level working knowledge of MS Outlook, Excel, Word & Project.

#### **Compensation:**

- Salary to commensurate with experience

#### **Next Steps:**

Employment Start Date: January 2019

Please send resume to the attention of Kirk Yuen – [yuen@cape-construction.com](mailto:yuen@cape-construction.com)

Selected candidates will be notified for an in-person interview