



## **Junior Construction Trade Supervisor**

We are looking for a deadline-driven Construction Trade Supervisor to assist all works on site, and provide on-site coordination for all phases of the construction project, including coordinating authority and consultant approvals, sub-trades, material and equipment, and ensure specifications are followed while staying within budget and on schedule. The position will need to assist with orderliness on site and ensure compliance with safety regulations. Work location is in Squamish, BC.

### **Responsibilities:**

- Assisting and schedule in consultants, sub-trades, and vendors to ensure timely completion
- Coordinating and overseeing all works on site.
- Attending site meetings.
- Reviewing and updating the project schedule to reflect actual site progress.
- Provide fast track solutions to ensure construction deadline are met.
- Ensuring best construction practices and standards are met.
- Assisting orders for materials, and being responsible for equipment and materials on site.
- Following the project timeline to ensure deadlines are met.
- Helping and ensuring on-site safety compliance, cleanliness and orderliness.
- Maintaining records for site personnel such as daily site reports, field orders and RFIs.
- Liaising with inspection authorities regarding approvals.
- Report any issues involving change orders to the project manager.

### **Requirements:**

- 4+ years' experience on multiple new build single/multifamily homes as a Junior Trade Foreperson/ Supervisor
- Experience in wood frame construction.
- Carpentry experience is an added advantage.
- Proficient with MS Office Word, Project, and Excel.
- Proficient with taking and uploading digital photographs.
- Ability to lift 40 pounds and to operate heavy equipment.

- Ability to interpret and build according to drawings, specifications and other documents.
- Excellent communication and interpersonal skills.
- Outstanding organizational skills.

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to [careers@holborn.ca](mailto:careers@holborn.ca).