



The Tricar Group is an award winning developer leading the way in Southwestern Ontario as the premiere high-rise builder. We are passionate about our company, our work and our commitment to delivering outstanding condominium homes and rental apartments while delivering the best in customer service.

We are currently looking for an  
***Assistant Site Supervisor***  
to join our growing team!

The Assistant to the Site Supervisor is responsible for the day to day management of the construction site, working in tandem with the Site Supervisor to ensure the ultimate delivery of the project. This includes (but is not limited to) management and execution of all aspects of the project to meet the intended completion dates as scheduled, meeting quality standards, in a safe and cost effective manner.

**Key Relationships:**

- Site Supervisor (reports to)
- Director of Construction/Development
- Project Manager
- Health and Safety Manager
- All sub trades
- Labour force

**Primary Responsibilities and Accountabilities:**

- Is aware of overall work plan and schedule in conjunction with Site Supervisor
- Reviews and provides assistance regarding quality assurance and control
- Monitors all site instructions and change notices and any/all revisions as required
- Assist in organization and execute project start-up
- Maintain and enforce good construction standards and quality control
- Ability to correctly identify problems, evaluate alternative causes and produce workable solutions
- Maintain progress on site as per project schedule – assist Site Supervisor in identifying required adjustments throughout the project
- Inform the Site Supervisor of any errors, discrepancies or omissions identified on drawings, scope of works, etc.
- Assist in organization and delivery of daily jobsite meetings
- Inspect all machinery and equipment
- Assist in coordination of scheduling and monitoring of trades
- Direct labour force and assign tasks as required; record accurate hours, job codes, attendance issues on weekly time sheets



- Notify inspectors/consultants to ensure proper documentation, required inspections for all aspects of construction and occupancies is completed.
- Maintain a safe job site and ensure that the requirements of the Occupational Health and Safety Act, Tricar Health & Safety program are enforced
- Assist to ensure required safety meetings are delivered and all required jobsite safety inspections are completed

## QUALIFICATIONS

- Education related to construction and/or equivalent work experience
- 3 or more years work experience as an assistant Site Supervisor/lead hand (high rise)
- Experience with pre-cast construction an asset
- Have the ability to read blueprints and construction drawings
- Thorough knowledge of the Ontario Health and Safety Act and the Ontario Building Code
- Excellent verbal and written communication skills and ability to use computer applications
- A strong leader and problem-solver, with the ability to build respect and trust with subcontractors and team members to ensure excellence in project delivery

The Tricar Group is a three-time Tarion award winner for customer service; an award we are most proud of and that clearly defines the level of commitment and dedication we look for in our team members. You will work in a positive team environment and have the opportunity to forge a very rewarding and long-term career.

We thank all applicants in advance for their interest. Those who meet the above requirements will be contacted for an interview.