



Send resume to: careers@willowsltd.com or fax 780-621-0441

Tentative Start Date: **March 19, 2018**

Location: **Central Alberta**

Construction Site Supervisor

Willows Construction Ltd. is a full service heavy construction company offering services throughout Alberta. We work in both civil and oilfield environments and have a wide range of operation locations. We operate on three key principals: **Service, Safety and Satisfaction.** We understand the importance of applying all Health, Safety and Environmental procedures. Our customers' satisfaction is a priority we take seriously. Punctuality, respect of co-workers, cleanliness of equipment and tools and suggestions by employees all form a positive culture that Willows Construction strives for in the workplace.

Willows Construction (2001) Ltd. is currently looking for **site supervisor** to join our team in Central Alberta. **The preferred candidate should be a member of the Enoch Cree Nation (evidence of membership required).**

The applicant will have extensive knowledge of operating equipment such as dozers and excavators to be able to adequately direct the workers on the site. The role of this position is to ensure work sites are completed to the standards expected by us and our client. Previous experience coordinating a crew of 20 persons or more would be an asset.

Responsibilities

Understanding the operation of the equipment in a safe and efficient manner according to all relevant legislation, policies and procedures shows a desire to improve project costs and timely completion of projects. We would like to have an operator that understands having clean equipment, an organized work site and able to communicate well with both the workers and the clients is part of the job as well as working as part of a team.

Typical Activities/Tasks

The daily tasks of the site supervisor involves coordinating the work flow at the site, conducting site safety meetings, ensure necessary daily documentation is submitted and assisting in conducting safety inspections and incident investigations.

Ensure daily inspections of equipment as well as proper handling and control of equipment is followed by all operators. Provide instructions to the workers as to the necessary tasks required for the development of the project.

Punctuality, respect of coworkers, cleanliness of equipment and tools and suggestions by employees all form a positive culture that Willows Construction and ECN strives for in the workplace.

A site supervisor will perform some or all of the following duties within land development work:

- Coordinate the operation heavy equipment such as bulldozers, excavators, and other equipment to excavate, move, load and grade earth, rock, gravel or other materials during construction and related activities as to the required specification of the operation and the client.

Main Activities

- Coordinate the operation of all equipment in a safe and efficient way according to all relevant legislation, company policies and procedures and client's requirements.
- Ensure daily safety and maintenance checks are complete and participate in routine maintenance of equipment.
- Advise mechanic of any requirements for maintenance or repairs of all equipment.
- Participate in workplace safety
- Other duties as assigned

Objectives

Ensure equipment readiness

- The supervisor will ensure operators of the equipment complete daily inspections on the equipment and any deficiencies have been reported.
- Instruct the workers to ensure equipment is cleaned regularly of any interior garbage as well as the exterior is cleared of mud and debris.

Ensure safety requirements (Provincial, Company, Client) are met

- Ensure all necessary Personal Protective Equipment is clean and ready for daily use. The workers are responsible for supplying leather work gloves, high visibility vest and CSA approved work boots with minimum 6" ankle support.
- All safety equipment is in good condition and is used properly.
- Any concerns with the safe operation of equipment or the awareness of any unsafe work or acts are reported immediately and necessary controls are implemented.
- All first aid and any incidents are reported and necessary documentation is completed and investigations are started.

Ensure completion of task/projects done within timeline

- It is expected of the supervisor to ensure assigned tasks are completed within the time period given by the project coordinator or client. If unable, ensure the project coordinator or client is advised timely to provide alternative directions or assistance.

Provide necessary documentation

- Documentation is required to show completion of inspections of all equipment, tools and vehicles.
- Hazard assessments and pre-job safety meetings are to be documented and signed off prior to commencing work.
- Any first aid or work site incident are to be reported in to your supervisor immediately and necessary reports completed.
- Time records are properly completed, signed off by supervisor and turned into office for payroll processing.

Key Relationships

- Site Workers: On a daily basis to ensure proper completion of tasks.
- Project Manager/Client: On a daily basis to receive site assignments and work requirements. For submission of payroll documents.
- HSE/HR Coordinator: On a weekly basis to assess work site safety.

Training Requirements

- Completion of Alberta OHS Legislation Awareness course, Hazard Management or other recognized advance safety courses an asset
- Safety training must be current: H₂S Alive (Enform), Standard First Aid & CPR/C (St. John Ambulance preferred), Ground Disturbance II(Global Training) and Construction Safety Training System CSTS-09 (ACSA).

Other Key Skills or Knowledge

- Education in reading site plans or mechanical background an asset.
- Selected applicant may be required to successfully pass a pre-employment, client requested, post-incident or random Drug and Alcohol Tests. Negative results from these tests may result in the applicant not obtaining a position or being removed from work sites.

Experience

- Completion of Heavy Equipment Operators course an asset.
- Minimum 6000 hours (3 years) of competent operation on equipment: Dozer, Hoe, Grader.