



## **CAREER OPPORTUNITY**

### **Junior Site Superintendent – Ottawa Region**

#### **About the Role**

We are seeking a capable and driven Junior Site Superintendent to lead defined institutional and commercial project scopes and support senior site teams across the Ottawa region.

This role is suited to a Red Seal tradesperson, experienced lead hand/foreperson, or construction management, architecture or engineering graduate with meaningful site exposure who is ready to step into site leadership. You will run day-to-day site operations on projects typically in the \$500K range, maintaining strong safety, coordination, and documentation standards.

#### **Key Responsibilities**

- Lead daily on-site operations for assigned projects.
- Coordinate and supervise subcontractors to ensure schedule adherence and quality execution.
- Develop and maintain short-interval schedules in collaboration with the Project Manager.
- Enforce site safety in full compliance with OHSA and company safety program requirements.
- Conduct toolbox talks and field-level hazard assessments and ensure required documentation is maintained.
- Review drawings and specifications to confirm work is installed correctly and sequenced appropriately.
- Maintain accurate daily logs, safety documentation, progress reports, and deficiency tracking within Procore.
- Communicate regularly with Project Managers and stakeholders via Procore and Outlook.
- Participate in consultant site visits, inspections, and coordination meetings.
- Identify potential schedule, safety, or coordination risks early and communicate proactively.
- Provide support on larger or more complex projects as required.

#### **Qualifications**

- Red Seal certification in a skilled trade OR diploma/degree in Construction Management, Engineering, architecture or related field with some practical site experience.
- Knowledge of Ontario OHSA requirements and demonstrated safety leadership.
- Ability to read and interpret construction drawings and specifications.
- Understanding of construction sequencing and trade coordination.
- Experience using Procore for documentation and project communication is an asset
- Proficiency with MS Office (Outlook, Word, Excel).
- Strong organizational and communication skills.
- Valid driver's license.
- Bilingual (English/French) preferred but not mandatory.

#### **What We Offer**

- Competitive compensation commensurate with experience
- Comprehensive benefits package
- Mileage compensation
- Annual leisure benefit allowance
- Opportunity to take ownership of defined project scopes
- Clear growth path toward Senior Site Superintendent