

# JOB DESCRIPTION

## Project Supervisor



In addition managing projects in the small to medium range, the **Project Supervisor** has a key role in supporting the Project Manager (PM) on all aspects of the construction process (initiating, planning, execution, monitoring & controlling, and closing) to ensure compliance with approved drawings, specifications, building codes/regulations, OH&S standards, customer service standards, quality control standards, and Roma Building Restoration Guidelines. This role includes:

### **Core duties:**

#### ***Project Initiation***

| Duty  |
|---|
| Assist in preparing and submitting pre-qualifications   |
| Review specifications to understand scope of work, and bid bond requirements                    |
| Reviews tender calls and prepares required documentation  |
| Review any concerns and inquiries regarding the project specifications with the project manager |
| Attend pre-tender meetings, inquire about potential problems                                    |
| Provide comprehensive site photos – download to project files                                   |
| Prepare sketches to communicate site details, for pricing purposes                              |
| <b>Take field measurements and performing quantity take offs</b>                                |
| Work with the team to prepare bid submissions (i.e. creates bid form summaries)                 |
| Keep up to date with all current and potential projects   |
| Assist PM in soliciting sub-Trade and material costs for tender submission                      |
| Assist team to develop project schedule, including key milestones                               |
| Assist PM in obtaining bonds, submission requirements, etc.                                     |
| Submit tender document on the closing date  |
| Assist PM in generating quotations  |
| Provide draft bids and quotations   |

### **ONCE PROJECT IS AWARDED:**

#### ***Project Planning –***

| Duty  |
|---|
| Assist PM in obtaining all start up documentation, including labour & material bonds, insurance certificates (including the Owner and Consultant as additionally insured) and building permit |
| Generate AutoCAD drawings for permits, if required  |
| Generate construction schedules for Client reference  |
| At the discretion of the PM, coordinate/correspond with Client representative (i.e. consulting engineer)  |

# JOB DESCRIPTION

## Project Supervisor



|  |
|--|
| regarding the delivery of all required documentation   |
| Assist with risk management planning – i.e. based on past experiences and lessons learned, advise of what could be improved and suggest action items to mitigate potential risks |
| Input new project in project status, and update team on the high level key points of the project   |
| Plan project schedules and determine timing  |
| Take initiative to obtain information for scheduling   |

### **Project Execution –**

|   |
|---|
| <b>Duty</b>   |
| Review CCDC contract to ensure it is ready to be signed by Principal Owner (i.e. check contract amounts, project start and completion dates, Article A3, contractor and Client addresses, etc.) |
| Coordinate with Engineers/Owners regarding Notice of Project  |
| Put together construction information boards that include safety information, jobsite information, emergency numbers, etc.  |
| Coordinate with Site Superintendent to ensure all resources are set up.   |

### **Project Monitoring and Controlling –**

|  |
|--|
| <b>Duty</b>  |
| Maintain timely and accurate records of all project related activities including the preparation/updating of <b>project status summary</b> .   |
| For progress invoices, prepare draft invoices for subsequent billings for the PM review  |
| Follow up with consulting engineers to confirm invoice approval is done in a timely manner (5 work days)   |
| At the PM's discretion, send out final invoice, along with supporting documentation  |
| Provide timely follow ups to ALL Roma team regarding all issues that need to be communicated to both the consultant and Client   |
| Ensure that all projects are <b>executed as per specifications</b> , are on budget and on schedule   |
| Identify and communicates opportunities and challenges that affect financial results to senior management  |
| Must be able to observe ongoing work and provide recommendations to improving work practices   |
| Must be able to review project site issues, and provide optional solutions and associated impacts to cost/budget/quality control/customer satisfaction   |
| Inspect work in progress and perform post construction review with Client/Client representative  |
| Establish and maintain a positive professional working relationship with "External Clients" (i.e. Consulting Engineers, Property Managers) and "Internal Clients" (Principal Owners, and the Principal of Business Management) |
| Update Senior Management on a regular basis and communicate relevant issues and any changes to the   |

# JOB DESCRIPTION

## Project Supervisor



---

---

|  |
|--|
| original scope of work in a timely manner.                           |
| Conduct regular quality control site reviews to see work in progress |
| Be able to discuss current progress of work for all projects         |
| Ensure adherence to management agreement                             |

### ***Project Closing –***

|  |
|--|
| <b>Duty</b>  |
| Ensure that all close out documentation (i.e. labour and material warranties, as-builts, substantial completion, stat. dec for HB., etc.) are prepared |
| Provide a summary of lessons learned   |
| Provide recommendations to improve the performance of future projects with similar scopes of work  |

### ***Other KEY duties –***

1. As requested by Project Manager and Principal

### **Qualifications:**

- A minimum of 3 years of experience in overseeing Structural and Building Envelope restoration of high-rise multi-residential buildings
- A strong background in Architectural and/or engineering principles
- Specific experience includes the rehabilitation of exterior walls, balconies, and parking garages
- Experience with the coordination of contractors, sub-contractors, and other vendors
- Excellent communication and organizational skills
- Thorough understanding of residential building practices
- Working knowledge of Microsoft Excel, Word, Project, and Outlook