



Project Superintendent – Commercial and Tenant Improvement

Job title: Construction Project Superintendent

Work Location: Kelowna, BC

Company/Department: Commercial / Industrial / Tenant Improvement Construction – Dilworth Homes

Reports to: Construction Manager and Project Manager

Salary Range: \$85,000 - \$115,000

Purpose: You are charged with ensuring that the construction standards, techniques, policies, contracts, and safe work practices are executed under your direction. A safety, quality and schedule-based approach to your supervision is required.

Essential Duties and Responsibilities:

- Keep a daily log of construction activities
- Hold weekly site meetings to track project schedule
- Conduct Toolbox Talks
- Review and sign shop drawings for coordination
- Assist Project Manager with RFIs and Submittal process
- Develop and plan for project requirements (manpower, equipment, and materials)
- Chairing of required project meetings
- Development and updating of project schedule
- Supervise the work of staff
- All duties as assigned by the Construction Manager

Education and/or Work Experience Requirements:

- Minimum 5 years of Proven experience as a Commercial / Industrial Project Superintendent
- Adequate computer skills to communicate with all project stakeholders
- Excellent organizational and time-management skills
- Experience with Worksafe BC safety standards
- Valid Driver's License
- Good knowledge of MS Office (including MS Project)
- Current First Aid certification an asset
- Familiarity with Procore, CoConstruct and SiteDocs an asset
- Red Seal trade qualification is an asset

How To Apply:

- Please submit your application to hr@dilworthhomes.com attention: Crystal Alseth. Dilworth Homes thanks all applicants for their interest in the position, however only those under consideration for the position will be contacted.