



## Project Superintendent – Residential

**Job title:** Superintendent

**Work Location:** Kelowna and West Kelowna, BC

**Company/Department:** Residential Construction – Dilworth Homes

**Reports to:** Construction Manager

**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 schedules
- Conduct Toolbox Talks and orientations
- Handover of home to clients and delivery of warranty documents
- Develop and plan for project requirements (manpower, equipment, and materials)
- Hold required site meetings
- Daily walkthroughs of projects – quality assurance and site photo uploads
- Daily updating of project schedules
- Supervise field staff and trade partners
- All duties as assigned by the Construction Manager

### Education and/or Work Experience Requirements:

- Minimum 5 years of Proven experience as a Residential 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
- Current First Aid certification an asset
- Familiarity with CoConstruct and SiteDocs an asset
- Red Seal trade qualification is an asset

### How To Apply:

- Please submit your application to [hr@dilworthhomes.com](mailto: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.