

# JOB OFFER

**EDBRUNET**

Ed Brunet and Associates is looking for a candidate to fill the following position :

## Senior Superintendent

The salaries and working conditions at Ed Brunet are very competitive. The company promotes a culture of respect in the workplace and a work-family balance for all.

Under the supervision of the Project Director, the candidate must be able to work with a minimum of supervision and must show initiative.

### Main tasks and responsibilities:

- Plan, coordinate and supervise work on site;
- Keep the construction schedule up-to-date and communicate it regularly with the subcontractors to coordinate and to avoid schedule slippage;
- Oversee a team of subcontractors to ensure that the work is completed in the state of the art such as plans and specifications of construction, standards and laws in force;
- Set priorities and direct subcontractors according to the schedule of work;
- Establish change orders and have them approved by management before proceeding;
- Minimize budget impacts by respecting the decisions of the Project Manager;
- Control the quality of work and the correction of deficiencies;
- Act as Ed Brunet's representative on the site and according to the values of the company;
- Follow up with the Project Director and/or Project Manager and indicate if there are deadlines on the schedule or problems on the site;
- Participate in site meetings and plan and coordinate coordination meetings with subcontractors;
- Ensure respect and practice of the health and safety plan and occupational health and safety standards;
- Write daily reports and timesheets of employees;
- Other related tasks.

### Required professional experience:

- Have a minimum of five to ten (5-10) years of experience as a superintendent with a general contractor;
- Have experience in residential projects (structural Steel);
- Have great organization skills;
- Have a sense of leadership, team spirit and collaboration;
- Demonstrate professionalism and resourcefulness;

### Required training:

- College diploma in civil engineering or architecture (or relevant experience);
- To be perfectly bilingual (French and English) (spoken and written);
- Have excellent capabilities of reading plans and specifications;
- Knowledge of the Microsoft Office suite (Word, Excel and Outlook);
- Knowledge of laws and regulations of construction;
- Valid driver's license and vehicle

Please send your resume to the attention of Nicole Boudreau, Director of Internal Services by email at [nboudreau@edbrunet.com](mailto:nboudreau@edbrunet.com), or by mail:

Nicole Boudreau, GSC, Director of Internal Services

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