



**SAULT
STE. MARIE**

Job Vacancy

Position: Supervisor Construction
Job Posting: 023-024-2023
Department: PWES
Division: Engineering
Status: Full Time

Wage Range: \$73,821 - \$87,875
Job Class: 4 (under review)
Shifts: 35 hours/week
Posted: March 16, 2023
Closes: March 23, 2023, 4:30pm

Primary Duties and Accountabilities, include but are not limited to:

- Ongoing regular communication with consultant's design staff during preparation of contract documents and specifications to provide continuity across all city construction projects.
- Review the preparation of contract documents prepared by City staff and by consultants prior to tender.
- Ensure compliance with city construction standards and specifications on land development and subdivision projects.
- Ongoing regular communication during construction on site with consultant's administration and inspection staff. Attend progress meetings, as required.
- Perform project management and contract administration duties for other City department's projects.
- Reply to complaints and claims during construction as well as inquiries for construction information from members of the public and outside agencies.
- Review progress payments on city capital works, connecting link and special projects, as directed.
- Assist with progress claims for projects funded by other agencies.
- Administer the Engineering Division's rear yard drainage account, resolve problems identified by the public, and refer difficult problems to the Manager of Design & Transportation Engineering.
- Supervise employees in accordance with City policies and applicable collective agreements including, but not limited to, ensuring satisfactory work performance, maintaining acceptable conduct, participating as a management representative in the grievance process and taking appropriate disciplinary action.
- Perform other duties as required.

Qualifications:

- Bachelor's Degree in Civil Engineering or College Diploma in a related field; e.g. Construction, Engineering Technician/Technologist, etc., or a combination of education, training and five (5) years directly related experience.
- Eligible to be licensed as a Registered Professional Engineer or a Certified Engineering Technologist in the Province of Ontario, is an asset.
- Three (3) years experience in the design and construction of municipal infrastructure.
- One year previous construction supervisor or similar role, is an asset.
- Valid Class 'G' Driver's License.
- Computer literacy with software programs and Microsoft experience in Excel, Word and Outlook.
- Understand health & safety practices and regulations.
- Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a range of stakeholders on a variety of issues.
- Excellent planning, organizational and leadership abilities.
- Ability in decision-making and problem-solving.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 023-024-2023 Supervisor Construction

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.