

Dexterra

DCC Petawawa: Date: July 2019

JOB DESCRIPTION

DRAFT

JOB PROFILE NAME: Technical Supervisor

LINE MANAGED BY: Manager, Contract and Operations

REPORTS TO: Manager, Contract and Operations

PURPOSE: The Technical Supervisor is responsible for overseeing the operation, maintenance, monitoring, and resolution of deficiencies for the Residential Housing Units. This includes the management of daily tasks, projects and Change of Occupancy requirements for vacant units.

RESPONSIBILITIES:

- Under the direction of the Manager, Contract and Operations, and in accordance with Dexterra policies, procedures and objectives, to provide commercial and contractual input to Projects that support Company Operational and Implementation Strategies.
- To ensure that specified commercial and contractual input is professionally delivered and consistent with Business Standards, Health and Safety, and Best Practices, maximizing opportunities and minimizing threats or disputes.
- To manage the delivery of specified and multi-disciplinary commercial skills within a Project, including construction (Industrial/Commercial/Residential); Mechanical (HVAC); Electrical; Civil; and Building Operations, Roadways and Maintenance.
- To contact and oversee the Work-Flow of sub-contractors and trades' personnel, ordering of Materials if not in the sub-contractor's mandate, coordinating Site Orientation and Training as required, and ensuring a clean site after the work of each sub-contractor is completed.
- With a strong knowledge of the Contract, to implement and administer Change Control Processes for a Project, ensuring that work and personnel are properly planned, scheduled, verified and monitored, and that a high standard of work is completed.
- To ensure that Scheduler is updated daily or as required, reporting Work Completion and any identified delays, deficiencies or major issues to the Manager, with appropriate follow-through.
- To support Productivity and Cost Control measures including the preparation of cost analyses and budgets, interim and final sub-contractor and supplier's accounts, accurate pricing and variance ratings, sundry accounts, payment mechanisms and records management.
- To undertake to address and resolve any Project work delays or deficiencies as identified.
- To recognize prior work completed at a Residential Unit, ensuring Warranty issues are covered.
- To ensure required Documentation is in place, for writing PDRs and the delivery of Reports.
- As the subject expert and reference person, to undertake Six Month Reviews of sub-contractors and trades' personnel, assessing work completed as requested, deadlines met for Priority Level 3 & 4 Work, and Emergency Demand Calls met as required for Priority Level 1 & 2 Work.
- To implement Communication Best Practices, in a supportive and non-confrontational manner when working and communicating with the Client.
- To work within the parameters of good Time Management including meeting timelines and target dates, attending scheduled meetings and appointments, punctuality and maintenance of Logs such as timesheets, mileage, invoices, and safety notes.

KNOWLEDGE AND REQUIREMENTS:

- Building, Engineering or Commercial background.
- Knowledge of relevant power and hand Tools.
- Professional appearance with an ability to implement and ensure a clean work environment.
- Excellent and proven skills in communication, both written and oral, contract and procurement negotiations, problem-solving and leadership.
- Demonstrated knowledge, training and experience in Health and Safety as per the Ontario Occupational Health and Safety Act and Regulations.
- Fully functional with smart phone, computer, email and photo dissemination.
- Professional, well organized, and a problem solver with a proven ability to be aware of and monitor risk and opportunities, and quality control measures.
- Proven Self-starter with an ability to take initiative.
- Clean Driving Abstract, and if using Deterra vehicles, must ensure undertaking of daily inspections and monthly inventories.

Contact Shawn at Shawn.Zimmerling@dexterra.com