



**Title:** Field Supervisor

**Location:** 5651 70 St NW, Edmonton and surrounding communities.

### **Job Overview**

We are seeking a full-time **Field Supervisor**. Are you an experienced in roofing and siding with a passion for accuracy and attention to detail? Our building envelope company is looking for a Field Supervisor to join our team and help bring our clients' visions to life. In this role, you will play a crucial role in the success of our projects by supervising our sites, teams and equipment.

Your day-to-day responsibilities will include:

- Managing material (proper material levels and proper tracking of extra and/or leftover material when applicable).
- Communicating with builders to ensure jobsites are ready.
- Communicating with Operations Manager managers especially as they pertain to SupplyPro and on-site questions.
- Maintaining accurate records of site activities, daily reports, and incident reports.
- Managing trades on site to ensure scopes of work are started on time and completed correctly and policies are followed.
- Keeping up with quality control measures while holding trades accountable for deficient work and subsequently calling them back.
- Maintaining site cleanliness during scope(s) of work.
- Maintaining scope of work timelines with construction management team.
- Protecting and upholding the high-quality standards of Empire Envelope and ensuring that all work performed meets or exceeds these standards.
- Working with all team members and divisions, as needed.
- Representing Empire Drywall when dealing with builders, homeowners, and trades.
- Providing feedback to direct Manager regarding our work, our trades, trade damage, site conditions, builder issues, etc.
- Maintaining weekly vehicle inspections, general vehicle cleanliness and maintenance. Reporting any vehicle concerns to your direct Manger immediately upon notice.
- Ensuring hazard assessment are filled out and proper PPE is worn. Anything that is a safety concern should be reported to your direct manager and / or safety department.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- A creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop and improve the skills of others through effective coaching and guidance.
- A creative problem solver; you think outside the box for solutions without fear of failure.

### **Essential Requirements**

- Minimum 1 year of experience roofing/siding/general construction.
- Minimum 1 year of supervision/management experience.
- Must maintain a CLASS 5 drivers license with clean abstract at all times.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint)

**Working Conditions**

You primarily work onsite Monday to Friday, during regular business hours. Work has exposure to noise from equipment/machinery and occupational hazards as well as dealing with inclement weather and dust. Travel to the regional office or other site locations and overtime may occasionally be required.

**About Us**

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as we have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all our customers. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing date:** August 20, 2025

[Apply here](#)