



INSULATION • DRYWALL • PAINTING • ROOFING • WRAP • SPRAY FOAM • SIDING

Title: Paint Site Supervisor

Location: #1, 2315 – 30th Avenue NE, Calgary

Job Overview

We are seeking a full-time **Paint Site Supervisor**. You will be responsible to manage material, trades, and scope of work timelines while maintaining quality control, site cleanliness, and safety standards. You communicate with builders, team members, and divisions to ensure jobsites are ready, work meets Empire Envelope Ltd.'s high-quality standards, and all notes, inspections, and reports are accurately maintained.

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 Construction and Associate Construction Managers especially as they pertain to SupplyPro and on-site questions.
- Maintaining jobs notes and dates in JS.
- 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 within 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 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.

Essential Requirements

- High School Diploma.
- Related supervisory experience.
- Minimum 3 years of experience in taping, paint/ general construction.
- Valid driver's licence, access to a reliable vehicle and a driver's abstract.
- Physically able to kneel and crouch as well as lift, carry, push or pull objects weighing up to 20 lbs.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint)

Preferred Skills

- Strong interpersonal, verbal, and written communication skills.
- Strong organizational habits with experience in personnel management and problem resolution.

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: November 10, 2025

[Apply here](#)