



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

Title: Senior Site Supervisor

Location: Office location - #1, 2315 – 30th Avenue NE, Calgary and surrounding areas.

What We Offer

- Competitive compensation and benefits package including RRSP matching.
- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

Job Overview

We have an exciting opportunity for a **Site Supervisor** to join Empire Envelope Ltd., in Calgary, AB. You are responsible for day-to-day site supervision in the insulation, drywall, and taping division, responsible for overseeing operations across multiple job sites, ensuring quality, and promoting team efficiency. You also bridge communication between Site Supervisors and the Construction Manager while also mentoring and guiding Drywall Technicians & Site Supervisors to uphold operational excellence.

Your day-to-day responsibilities will include:

- Providing guidance and mentorship to Site Supervisors to enhance their skills, knowledge, and overall performance.
- Facilitating training sessions or one-on-one coaching to improve site management and team collaboration.
- Acting as the primary point of contact between Site Supervisors and the Construction Manager.
- Communicating challenges, progress updates, and site-related concerns effectively.
- Overseeing the drywall technicians list, ensuring proper assignments, workloads, and team efficiency. This includes creating daily lists for all Drywall Technicians.
- Monitoring performance and providing feedback to ensure high standards are maintained.
- Supporting Site Supervisors in managing materials, tracking inventory, and reducing wastage.
- Ensuring proper site cleanliness, hazard assessments, and compliance with safety protocols.
- Overseeing job site readiness, quality control, and adherence to policies.
- Ensuring timely and clear communication with Builders, Construction Manager/Associate Construction Manager, and other key stakeholders.
- Coordinating with builders, trades, and internal teams to maintain timelines and resolve issues promptly.
- Enforcing the company's high standards for quality and workmanship.
- Reviewing completed work and address deficiencies by coordinating with Site Supervisors and relevant trades.
- Providing solutions for complex site issues and escalating unresolved matters to the Construction Manager.
- Addressing site-specific challenges proactively to maintain project flow.
- Maintaining detailed records, including job notes, schedules, and reports, utilizing both SupplyPro and Job Schedule.
- Providing constructive feedback to direct management regarding trades, site conditions, and overall performance.
- Coordinating with the warehouse manager - proper material stocking levels for Drywall Techs to limit supplier trips.
- Managing warehouse insulation levels. Utilizing Drywall Techs, Site Supervisors and Trade Scheduler to effectively use our stock before picking up from suppliers.

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

- Experience in taping, paint and general construction.
- Minimum 2 years of related supervisory experience.
- Class 5 driver's licence and clean driver's abstract.
- Comfortable using office equipment and Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).
- Physically able to kneel and crouch as well as lift, carry, push or pull objects weighing up to 50 lbs.
- Satisfactory verification of criminal record check.

Key Values

- Build trusting, productive working relationships.
- Take ownership of decisions and their outcomes.
- Collaborate openly, positively, and respectfully with others.
- Set and achieve clear, measurable goals.
- Commit to continuous learning and personal growth.
- Stay current and proficient in technical skills.

Working Conditions

You work primarily on-site with infrequent travel to the regional office. Work has exposure to noise from equipment/machinery and occupational hazards as well as dealing with inclement weather and dust. Overtime is occasionally required.

About Us

Empire Envelope Ltd, 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.

[Apply here](#)