



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

**Title:** 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 oversee on-site construction activities, coordinate trades, materials, and schedules and ensure timely, high-quality completion of work. You maintain strong communication with builders and internal teams, uphold safety and quality standards, and represent Empire Envelope Ltd. professionally on all jobsites.

Your day-to-day responsibilities will include:

- Managing material (proper material levels and proper tracking of extra and/or leftover material when applicable).
- Ordering material, and coordinating scopes of work with Construction Management Team.
- Communicating with builders to ensure jobsites are ready.
- Managing trades on site to ensure scopes of work are completed correctly.
- Maintaining jobs notes and dates in JS.
- Maintaining site cleanliness during scope(s) of work.
- Being responsible, along with construction management team, for scope of work timelines.
- Upholding and protecting the high-quality standards of Empire Drywall Ltd. 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 manager immediately upon notice.
- Ensuring hazard assessments are filled out and proper PPE is worn and reporting anything that is a safety concern 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

- High School Diploma or equivalent.
- Minimum 1 year of experience in taping, paint, and general construction.
- Minimum 1 year of supervision/management 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.

## 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](#)