



Title: Roofing Field Supervisor

Term: 3 month term, with the possibility for extension

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

What We Offer

- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

Job Overview

We are seeking a full-time **Roofing Field Supervisor** for Edmonton. You would be responsible for the day-to-day supervision of on-site operations to ensure projects are completed safely, on schedule, and to Empire Envelopes' quality standards. You coordinate trades, manage materials, maintain accurate site documentation, and communicate effectively with builders, management, and team members to ensure efficient project execution.

Your day-to-day responsibilities will include:

- Ensuring proper material levels and proper tracking of extra and/or leftover material.
- Communicating with builders to ensure jobsites are ready.
- Ensuring timely communications 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 ensuring policies are followed.
- Maintaining quality control measures, and holding trades accountable for deficient work.
- Maintaining site cleanliness during scope(s) of work.
- Being responsible, along with operations management team, for scope of work timelines.
- Upholding and protecting the high-quality standards of Empire Envelope and ensuring that all work performed meets or exceeds these standards.
- Representing Empire Envelope when dealing with builders, team members, divisions, 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 trades work in a safe manner, hazard assessments are filled out, 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

- Diploma/certification or equivalent knowledge in related field.
- Minimum 2 years of experience in roofing/siding/ general construction.
- Minimum 2 years of supervisory or equivalent experience.
- 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.
- Comfortable using related tools and equipment.
- Satisfactory verification of criminal record check
- Attention to detail, good hand-eye coordination and situational awareness of physical work environment.

Working Conditions

You primarily work onsite 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.

[Apply here](#)