



Title: Exterior Siding Site Supervisor

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

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 **Exterior Siding Site Supervisor** to join Empire Envelope, in Edmonton, AB. You oversee on-site exterior siding 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 professionally on all jobsites.

Your day-to-day responsibilities will include:

- Managing and advising material needs (proper material levels and proper tracking of extra and/or leftover material when applicable to the Siding: Field Assistant, to ensure accuracy and completion of routine scopes.
- Communicating with builders and site supervisors to ensure jobsites are ready.
- Ensuring timely communications with Siding Project and/or Field Manager, especially regarding SupplyPro and on-site questions.
- Keeping up with quality control measures while holding trades accountable for deficient work and subsequently calling them back.
- Managing trades on site to ensure scopes of work are completed correctly and ensuring policies are followed.
- Maintaining jobs notes and dates in SupplyPro/Job Schedule/Communications logs.
- 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 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 hazard assessments are filled out and proper PPE is worn. Report anything that is a safety concern to 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 5 years of experience in exterior siding, and general construction.
- Minimum 1 year of supervision/management experience.
- Communication and problem resolution skills.
- Class 5 driver's licence and clean driver's abstract.
- Satisfactory verification of criminal record check.
- 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, 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: September 11, 2026

[Apply here](#)

#empireenvelope