

Field Site Supervisor

Purpose:

Site Supervisors are selected to oversee the labor in specialized areas of ice rink installation, such as Floor Installation, Mechanical Room Installation, and Dasher Board Installation. The Site Supervisor is expected to work closely with the Project Management Team to complete work in accordance with schedule, budget constraints and quality standards.

Reports to:

Project Management

Responsibilities:

- Hands-on installation and project oversight.
- Operate handheld power tools such as circular saw, drills, impact screwdrivers, chisels, files, wrenches, screwdrivers, etc., in the performance of duties.
- Loading and unloading of materials, tools, and equipment.
- Installation of rink floors, Mechanical Rooms and Dasher Board Systems.
- Maintains installation schedule.
- Provides Daily Status Reports to Project Management & Customer.
- Provides Daily Site Progress Photos.
- Manages on-site rental equipment.
- Verifies Material Receipts (Inventory/Packing Slips).
- Subcontractor Management.
- Punchlist Management (Coordinate sign-off with Customer).
- 100% Travel is mandatory and will vary dependent on installation needs.

Knowledge, Skills & Abilities:

- Some HVAC or refrigeration experience is desirable but will not disqualify a quality candidate.
- Possess effective verbal and written communication skills.
- Excellent problem-solving and customer service skills.
- Must have an honest and dependable personality.
- Strong mechanical aptitude.
- Ability to display professional company image.
- Possession of valid driver's license with good record of driving.
- Ability to pass a background check for criminality.
- A positive attitude and willingness to encourage co-workers.
- The ability to read and understand blueprints, schematics, and construction documents.
- Understanding of proper safety procedures and recognition of hazards.
- Superior Time Management Skills.



Qualifications:

- Minimum of 7-10 years' experience in general construction.
- Possession of High School Diploma or GED or equivalent; HVAC or Refrigeration Certifications are a plus.
- Valid Driver's License with clean driving record (Preferred).
- Must pass a Pre-Employment Physical.
- Must pass a Pre-Employment Background Check.
- Must be able to pass drug test(s) as required by company.
- Minimum OSHA 10-hour safety compliance completion.

Physical Requirements:

- Work is performed while standing, sitting and/or walking.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 100 pounds.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

Signatures:

This job description has been approved by all levels of management.

President: _____

HR: _____

Manager: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

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