

CONSTRUCTION AND WARRANTY MANAGER

Genesis Builders Group - Calgary, AB

June 2019

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also an award-winning residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, employee home purchase program, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title: Construction and Warranty Manager
Reports To: President, Genesis Builder's Group
Job Type: Full-time Permanent
Location: Calgary, AB

Goals and Objectives

The Construction and Warranty Manager is first and foremost a Genesis Builders Group Inc. representative to our clients, our suppliers and trades, throughout our communities and our sites. Working according to schedules, specifications and budgets, the Construction and Warranty Manager, co-ordinates the work of our site employees, skilled tradespersons and suppliers and plays a very significant role in quality control, inventory control, jobsite safety and ensuring building codes are followed. This position requires complete and thorough technical knowledge of the new home construction process. The individual is the leader who conceptualizes the construction project, and is responsible for its smooth organization, implementation and completion, to the satisfaction of our clients. This individual will be a seasoned professional who is able to plan, implement and manage a production oriented construction program which will produce our mid-term goal of 250 units a year.

Role Responsibilities

- Responsible for hiring, mentoring, evaluating and providing direction to all site staff, construction and warranty administrators.
- Charting out project objectives and plans, setting performance requirements and selecting project participants.
- Bringing about optimum utilization of resources/labor, materials and equipment, in the most cost-effective manner. Ensures proper inventory measures are in place.
- Communicate effectively with the contractors responsible for completing various phases of the project, setting clear expectations and holding them accountable.
- Co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors and laborers.

- Implementation of various operations through proper coordination.
- Development of effective communications and mechanisms for resolving conflicts among the various participants.
- Support Site Supervisors, Site Assistants and Warranty Technicians with an intent to educate and mentor in both technical and soft skills.
- Provides input on product development and execution (includes but not limited to design efficiency in construction, trades/suppliers evaluation, product evaluation and value engineering).
- Assists in developing, maintaining and implementing corporate policies, procedures and systems related to construction, OH & S, selection and warranty.
- Perform a key role in project planning, budgeting and identification of resources needed.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Ongoing inspection of construction sites to monitor compliance with building and safety codes.
- Proofread and review plans and relevant building documents of home construction to ensure feasibility, clarity and intent of extras and changes described in paperwork.
- Create the teams, develop the objectives/goals of each and assign individual responsibilities.
- Project accounting functions including managing site variances, tracking team expenses and minimizing exposure and risk in the project.
- Ensure that construction activities move according to predetermined schedule.
- Establish, monitor and revise the project work plans and make revisions as and when need arises.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Ensure project documents are complete.
- Identify the elements of project design and construction likely to give rise to disputes and claims.
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client.

Safety

All home construction sites are generally prone to accidents and thus safety at the construction site cannot be compromised. This position has the difficult task of ensuring workplace safety, using thorough knowledge of all laws and regulations concerning construction and site safety. The main responsibilities include hiring of qualified and right persons for the job of workers and ensuring that all construction health and safety standards are adhered to. The Construction and Warranty Manager works in collaboration with Genesis' Construction Safety Advisor to ensure compliance of Occupational Health and Safety (OH&S) regulations and company safety policies.

Safety Component Role and Responsibilities

- Assist in managing, updating and maintaining Health and Safety program, including providing a safe work environment for Genesis Builders Group Inc. employees and our suppliers/trades as well as ensuring compliance.
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- Ensure safety protocols, conditions and practices are met in accordance with Occupational Health and Safety regulations, safety legislation and company policies.
- Support and lead the onsite Construction Team in identifying hazards as required by OH&S and increase safety awareness for Genesis Builders Group Inc. and our suppliers/trades on a continual basis.
- Safeguard the organization from internal as well as external health and safety threats.
- Participate in recruitment of new construction and safety staff and providing proper training is given to new recruits ensuring that they are equipped with all the safety regulations to be followed in the organization.
- Issue guidelines and directives to the staff on a regular basis and ensure that the guidelines and rules are properly followed.
- To make the staff knowledgeable about useful workplace safety tips.
- Assist in investigation of all incidents/accidents and near misses to determine the root cause behind the accident and ensuring that the same incident is not repeated in future through communication.
- To undertake various security related checks and correct the drawbacks, if any.
- Identify learning and development opportunities for the team and ensure participation is met.

Qualifications and Education Requirements

- Minimum 5 years residential new home building experience in a supervisory role.
- Extensive knowledge of provincial and municipal building codes and by-laws.
- Familiarity with the City of Calgary and City of Airdrie municipal requirements and work processes.
- Hands on experience with Occupational Health & Safety laws and regulations within Alberta.
- Current Certified First Aid Training, WHMIS, CPR and fall protection.

Preferred Skills

- Excellent leadership and communication skills.
- Hands on leadership style
- Thorough knowledge of legal issues and safety standards is essential.
- Ability to plan and organize a team.

- Ability to develop and maintain excellent client relations and goodwill building.
- Effective time management and logical decision-making ability.
- Capacity to handle fast pace, high volume pressure.
- Willingness to travel extensively across the construction sites.
- Strong focus on quality.

Additional Notes

The Construction Manager is required to work year round in all weather conditions and are exposed to outdoor conditions much of the time. Both a strong physical and mental ability to perform this role is a requirement of the position.

All interested and qualified applicants please apply by sending your resume to Human Resources Department at careers@genesisbuilds.com with the subject line "Construction and Warranty Manager".

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.