



Title: Site Assistant (New Home construction)

Location: Saskatoon and surrounding communities, Office location - 120 - 311 Wellman Lane

At Pacesetter Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Assistant Construction Manager, as the **Site Assistant** you will oversee on-site construction activities and assist in ensuring construction follows established design and quality. You also enforce compliance with health and safety regulations.

Your day-to-day responsibilities will include:

- Overseeing on-site construction of new homes throughout the building process.
- Promoting a safe work environment and ensuring all employees and trades work in a safe manner and follow Qualico's Safety program and relevant safety legislation.
- Liaising and maintaining positive relationships with trade partners and suppliers.
- Monitoring work to ensure it meets Qualico's standards and all building and safety code requirements.
- Completing required repairs and handling general deficiencies.
- Assisting in monitoring the project progress and schedules. Completing regular progress reports, checklists, log book entries and other reports.
- Supervising and providing guidance to on-site team members.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- 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 relevant experience in the Residential Construction industry.
- Understanding of construction processes and procedures.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office programs (Outlook, Word, Excel, Teams), and construction management software (BuildPro, NewStar or similar).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current on technical job skills.

Work Conditions

You primarily work on-site Monday to Friday, 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 is required. Overtime may occasionally be required.

About Us

Pacesetter Homes is a single-family business unit of Qualico with over 70 years of building experience. Pacesetter Homes offers award winning home plans, interior design items, and finishing packages that personalize each new home we build. Pacesetter Homes operates in Western Canada, Dallas, Texas and Austin, Texas. 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 reasons to come to work every day.

Closing Date: November 21, 2024

[Apply Here](#)