



HR/EQUIPMENT/FLEET MANAGER

VICTORIA DIVISION

Responsible for managing the site personal, hiring new personnel, tracking, and managing company tools and equipment, working closely with site superintendents and supporting them with labour and equipment.

HUMAN RESOURCES

- Review carpenter/apprentice/labourer/foreman/siders resumes and interview for hire
- Review all hourly wages in the field quarterly
- Conduct site employee reviews
- Mentor site crews and make frequent site visits
- Layoffs/firing of site crews as required
- Pre-plan manpower on job sites in conjunction with PM and SS
- Take all HR related calls from site crews
- Track and organize training as required, safety in conjunction with Mike H.
- Attend Bi-Weekly internal meetings with Management
- Attend job start-up meetings

EQUIPMENT MANAGER

- Track all major equipment
 - o Scissor lifts
 - o Scaffolding
 - o Site trailers
 - o Hand wash stations
 - o Site signage
 - o Temp power poles and sub-panels
- Work with PM and SS to assist with job start-ups (temp power/site signage/site trailers/tools)
- Track and organize use of spare truck fleet including letting out trucks/vans required for jobs
- Ensure trucks are kept reasonably clean and maintained