



FLEET/EQUIPMENT AND SITE HR MANAGER

VICTORIA DIVISION

Island West Coast Developments Ltd. (IWCD) is the leading Design Build General Contractor on Vancouver Island and is proud to be recognized as one of Canada's Best Managed Companies for the last eight consecutive years. Projects include Multi-Family, Institutional, Commercial, and Industrial construction. We are seeking a dedicated and motivated professional who is looking to further their career with a growing company.

The Fleet/Site HR Manager is responsible for managing the site personal, hiring new personnel, tracking, and managing company tools and equipment incl trucks, working closely with site superintendents and supporting them with labour and equipment.

RESPONSIBILITIES INCLUDE:

Site HR:

- 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 project manager and site superintendent
- take all HR related calls from site crews
- track and organize training as required, safety in conjunction with CSO
- attend internal meetings with Management
- attend job start-up meetings

Fleet/Equipment Tasks:

- Track all major equipment
 - Scissor lifts
 - Scaffolding
 - Site trailers
 - Company Trucks
 - Hand wash stations
 - Site signage
 - Temp power poles and sub-panels
- Work with project manager and site superintendent 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.

QUALIFICATIONS

The position will appeal to individuals with aspirations to further develop their career skills and experience, and who:

- have full knowledge of the construction trade
- have superior communication and interpersonal skills
- have strong organizational and time-management skills



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- problem-solving ability and logical decision-making capabilities

SALARY AND BENEFITS

IWCD offers a comprehensive remuneration package including:

- Competitive salary & bonus incentives
- Benefits including RRSP matching, extended health and dental
- Employer supported training and education
- Opportunities for career advancement
- Access to company vehicle and cell phone

Please submit your resume and cover letter by email to careers@iwcd.ca.