



CONSTRUCTION FOREPERSON – RUNNING TRACK

Since 1961, Ancaster Court Surfaces Inc. have built custom running tracks of varying lengths, widths, and designs for private, commercial and government clients across Ontario.

Working out of our conveniently located Burlington office, we are currently looking for an experienced **Running Track Foreperson** to join our group of longstanding, devoted employees. Family values and healthy work-life balance are important components to our company culture.

The Running Track Foreperson is responsible for ensuring all running track projects are completed on time and within budget for our satisfied customers. This is a hands-on role in addition to overseeing all aspects of project success.

Responsibilities include, but are not limited to:

- Allocate resources required for the execution of each running track project to the highest possible standard; ensure project contract administration is complete.
- The Foreperson will not only lead our running track projects, but also roll up their sleeves and functionally support all steps in our meticulous process as required.
- Ensure proper installation of running track specs for each project with an extremely keen eye for detail.
- Appropriately calendarize all projects and ensure GC's (if required), clients and sub-contractors are regularly updated.
- Ensure site locates are updated and in alignment with project scheduling.
- Assess and ensure profitability of all running track projects; ensure client invoicing is accurate and timely.
- Effectively manage running track crew, and ensure team and individual training and development, health and safety, performance feedback, objective setting, and success, in alignment with our organizational values.
- Other related duties as assigned.

Experience and other requirements:

- Related project management experience in a similar role with team leadership experience required.
- Minimum 3 years' experience in the asphalt or construction industry strongly preferred.
- Working experience installing Plexitrac surfaces highly desired.
- Health and Safety related certificates such as WHMIS, Working at Heights, First Aid, CPR, etc. considered an asset.
- Strong understanding of construction contracts required.

- Proficient in MS Office, Excel, Word required.
- Familiarity with programs such as AutoCAD, MS Project, Bluebeam, Jonas and/or Maestro preferred.
- Demonstrated ability to read and interpret construction drawings and specifications required.
- Excellent organizational and time management skills, with a keen sense for details.
- Willing and able to travel out of town from time to time
- A valid drivers' license and clean driving record is required.

If you are interested in applying for this exciting opportunity, please forward your resume to BPCcareers@nchr.ca, citing the position title in the subject line of your email.

We thank all candidates for their interest, however only those selected for interview will be contacted.

Selected candidates with disabilities who require special needs in the selection process will be accommodated to the best of our ability.