Floor covering Supervisor

Job ID
50873

Triple J' Hardwood Ltd.

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LOCATION	DATE POSTED	EXPIRY DATE
4508 Varsity Dr. NW., Calgary, AB - Canada, AB | Alberta	24-07-2026	20-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $40.00 per hour, 30 to 40 hours	3 years to less than 5 years	Secondary (high) school graduation certificate

Job Details

Job title : Floor covering supervisor

Wage: $40 hourly, 30 to 40 hours per week

Duties :
1. Oversee flooring installation projects at residential and commercial customer sites, coordinating flooring installers, helpers, and subcontractors to ensure that work is completed efficiently and in accordance with project specifications, schedules, and company quality standards.
2. Plan daily site activities and assign work to flooring installers and other personnel based on project requirements, workforce availability, installation sequence, and site conditions, while coordinating multiple projects to maintain efficient workflow and timely completion.
3. Attend customer and construction sites to assess existing floor conditions, verify measurements, layouts, access requirements, and floor preparation needs, and identify site conditions that may affect installation methods, materials, scheduling, or labour requirements.
4. Review project drawings, floor plans, specifications, and measurements to determine flooring requirements, prepare material and labour estimates, and coordinate the availability of appropriate flooring products, tools, equipment, and supplies for each project.
5. Coordinate staffing requirements based on workload, project schedules, and workers' skill levels, and recommend appropriate personnel assignments and staffing needs to management.
6. Monitor installation progress and inspect completed flooring work for workmanship, alignment, finishing, transitions, and compliance with project specifications, and coordinate or recommend corrective action when deficiencies or unexpected site issues are identified.
7. Provide on-site direction, instruction, and training to installers and helpers regarding installation techniques, material handling, tools and equipment, safety practices, and company procedures, while communicating with customers, contractors, and other site representatives to address project requirements and resolve day-to-day issues.
8. Maintain records of site visits, project progress, labour and material usage, quality concerns, delays, and completed work, and provide management with updates on project status, site issues, and corrective actions required.

Qualifications:

• Completion of secondary school

• At least 3 years of relevant work experience in the flooring trade, including flooring installation, site coordination, or supervision of flooring-related work.

Terms of Employment : Permanent, Full time

Business Location : 4508 Varsity Dr. NW. Calgary, AB T3A 1A2

** Work locations may vary. Frequent or constant travel is required from the employee. **

Language : English

How to Apply

• By Mail: 4508 Varsity Dr. NW. Calgary, AB T3A 1A2

• By Email: triplej_hr@hotmail.com

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