

VICK MANN

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SITE SUPERINTENDENT

Quality Control Management – Blueprints – Leadership & Development

Result-oriented, hands-on construction and development professional with 20 plus years of expertise in all facets of the industry. Verifiable track record for the successful completion of multi-million-dollar projects through coordinating trades, developing partnerships, and building positive rapport with architects, engineers, code consultants, local officials, vendors, and clients while maintaining costs. Versed in contract negotiations, document preparation, building code and regulations, material purchasing, site management.

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|------------------------------|------------------------|-------------------------|
| ■ Permitting & Building Code | ■ Project Management | ■ Estimating |
| ■ Construction Planning | ■ Safety Management | ■ Job Costing |
| ■ Budget Analysis | ■ Vendor Management | ■ Contracts Negotiation |
| ■ Project Proposals | ■ Materials Management | ■ Tenders |
| ■ Quantity Take-offs | ■ Primavera/Expedition | |
| ■ Consultant Correspondence | ■ Quotations | |

WILKINSON CONSTRUCTION / CB WILKINSON

Construction Superintendant

2021 - Present

PROJECT

The Manderley – 12 Storey Condominium, 195 Suites, 3.5 Levels of Underground Parking - Geothermal

Highly skilled and experienced construction supervisor with over 20 years of proven success in overseeing construction projects from inception to completion. Adept at managing teams, coordinating resources and ensuring projects are completed on time.

- Manage all phases of construction including planning and scheduling.
- Lead and Manage day to day operations, teams of construction workers, subcontractors, and suppliers.
- Implement safety protocols and conduct regular safety inspections to maintain a safe working environment. Ensure workers use of proper PPE.
- Coordinate schedules, milestones, and deliverables across multiple stakeholders.
- Track project progress, risks, and issues, providing regular updates and recommendations.
- Support budget and change management activities through documentation and tracking.
- Manage project documentation and ensure accurate communication between teams.
- Monitor project progress against approved schedules and report any delays.
- Maintain milestone tracking and ensure timely follow up on outstanding actions.
- Coordinate with architects, engineers, and clients to address site and design changes.
- Ensure all construction activities comply with building regulations, permits and company policies.
- Implement quality control
- Monitor project progress and provide regular updates to all parties involved.
- Coordinate all inspections as required during the duration of the project.
- Resolve all issues or conflicts that arise onsite during construction to minimise any impact on project timelines.
- Ensure resources (materials, equipment and labour) are readily available as required.
- Detail oriented with strong problem-solving abilities.

- Maintain all daily logs and records as per project requirements.
- Approve or request purchase orders for additional work / materials.
- Review and approve trades schedule of values

ELLISDON

Construction Superintendent

2019-2021

PROJECT

Novus - Two 25 & 35 Storey towers (Liberty Village)

Supervise daily sub trades and activities in accordance with the job schedule. Reviewed all drawings, as well as coordinating on site meetings. Enforce schedules and all scopes of works and manage all site personnel relationships as needed.

- Ensure all work is performed by trades to contract documents (including drawings, specifications, and contract scopes of work), with due regard to quality control and contract document compliance, reporting any discrepancies or omissions directly to senior management.
- Translated project requirements into structured action plans, improving task clarity and execution.
- Analyzed schedule variances and provided recommendations to support recovery planning.
- Supported end to end project delivery by coordinating planning, execution and close out activities.
- Coordinated project schedules, milestones and deliverables across internal teams, consultants and vendors.
- Supported project planning activities by tracking scope, schedule and resource requirements.
- Assisted with change order documentation and cost impact reviews.
- Prepared clear status updates, meeting summaries and progress reports for leadership.
- Provide leadership and maintain a working relationship with all Contractors, Suppliers and field personnel related to the ongoing construction of the project.
- Maintained construction / occupancy schedules.
- Perform site inspections for quality control.
- Coordinate construction efforts through in-house and contract labor.
- Enforce company health & safety policy regulations.
- Enforce quality / performance control / Create daily progress reports.

MENKES DEVELOPMENTS., Toronto, ON

2016–2019

Assistant Superintendent

PROJECTS COMPLETED

- **Harbour Plaza – 88 Harbour St, Toronto**
- **Noir – 87 Peter St, Toronto**
- **The Eglinton – 161 Eglinton Ave. E, Toronto**

- Review and maintain the construction schedule and ensure that all contractors and suppliers comply with the critical dates that they are required to meet. Review weekly with the Project Team. Prepare multi week look ahead schedules to facilitate the maintenance of the overall construction schedule.

- Coordinated complex interior finishing sequences involving multiple specialized trades to ensure seamless execution and schedule alignment.
- Managed detailed work plans for high end interior scopes, aligning finishes, installations and inspections to minimize rework and delays.
- Planned and coordinated phased turnover of interior spaces to support client occupancy and operational needs.
- Implemented quality control inspections to maintain consistency across high visibility interior spaces.
- Monitor contractor performance; insure adherence to terms and conditions of contracts.
- Coordinate with engineers, Architects and all other consultants regarding construction drawings and sketches needed for planned construction.
- Enforce company health & safety policy regulations.

TODDGLEN., Toronto, ON

2013–2016

Finishing / Assistant Superintendent – Imperial Plaza (400 + suite retrofit project)

Supervise daily subcontractor/supplier activities in accordance with the job schedule. Review construction drawings, designer specifications and purchaser colour selections / black line drawings, as well as coordinating customer orders with design and estimating teams. Enforce vendor & supplier scopes of works and manage customer and vendor relationships as required.

- Ensure all work is performed by contractors and suppliers to contract documents (including drawings, specifications and contract scopes of work), with due regard to quality control and contract document compliance, reporting any discrepancies or omissions directly to the Project Managers & Senior Superintendents.
Take full responsibility to ensure that all Municipal Inspections, Professional Inspections, Occupancy Permits and possession dates have been achieved to the satisfaction of the Project Manager.
- Coordinate with engineers, Architects and all other consultants regarding construction drawings and details required for planned construction.
- Create and maintain construction schedules.
- Communicate with subcontractors & vendors daily.

TODDGLEN., Toronto, ON

2012–2013

Assistant Project Manager

- Conduct safety inspection and complete the checklist of daily safety walk-throughs.
- Prepare minutes of meeting for all construction related meetings such as safety, design Coordination, construction, etc.
- Assist in the monitoring of the project master schedule with input from all trades.
- Prepare and transmit submittals (drawings, materials, vendors) for approval.
- Perform site inspections for quality control and complete the checklist.
- Communicate with Project Manager and supervisor regarding concerns about construction progress.
- Performs other duties as requested by Project manager and supervisor.
- Analyze project information to determine and/or forecast trends utilizing software tools.
- Generates complex project reports.
- Creates and maintains project files.
- Be familiar with specifications.
- Prepare and monitor shop drawings and submittal logs.
- Maintain projects lists and close out documentation.

- Interface with general contractors and subs and be detail oriented with follow up skills.
- Reporting to Project Managers concerns, issues and performance of the project.
- Responds to inquiries from Project manager regarding assigned project status.
- Assists Project manager in organizing work relating to specific assigned project deadlines.

METTKO INC., Toronto, ON

2010–2011

Junior Project Manager

Managed all-encompassing Project Manager functions, issuing site meetings, project proposals, RFP's, tenders documents, budgets, project requirements cash flows, reviewed quotations, prepare contracts, negotiate, change orders, letters of intent, LEED requirements, purchase orders and estimating/quantity take-offs. Provided assists with planning and preparing of construction schedules. Monitored progress, prepared contract documents and negotiated revisions. Reviewed all changes to contractual agreements between architects, consultants, clients, suppliers and sub-contractors. Prepared progress reports, billings and approved project related invoices. Monitored and enforced strict compliance with quality and

- Worked with senior management on large scale projects (8 million) such as government facilities, fire stations, pharmaceutical facilities and parking structures.
- Monitored and enforced strict compliance with quality and safety programs.
- Ensured project documentation remained current, organized and accessible for audits and reporting.
- Maintained accurate project records.
- Facilitated meetings, captured action items and drove accountability through structured follow-up.
- Supported financial controls by tracking project costs, change impacts and forecast updates.
- Tracked and monitored progress and flag risks before impacting schedule timelines.

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- Successfully used project management software oracle primavera (expedition) and contract manager.
 - Obtained approvals and permits for new jobs.
 - Coordinated and communicated between designers and clients.

JAG BUILDING GROUP INC., Concord, ON

2005 - 2010

Project Manager/Estimator

Provided assists with the development and implementation of retail construction projects in shopping centres across Canada. Responsibilities included conducting quantity take-offs reviewing quotations, work orders, change orders, contacting consultants/designers, assigning work crews and visiting sites to ensure proper procedures are followed. Reviewed subcontractor and consultant prices and rates for use in progress billings. Responsible for preparation of procurement documents, distributing construction drawings, coordinate site meetings while maintaining project files. Arranged for pickups and deliveries of materials and managed extras on projects.

- Doubled sales (increased by 4 million dollars) by creating a unit price database for estimating.
Made new contacts with sub-contractors and suppliers across Canada, which resulted in higher company profits.
- Created and introduced company's first filing index on the company server that allowed access to all employees and increased work efficiency by 90%.
- Developed and monitored detailed project schedules.

- Tracked and rescheduled incomplete work, deficiencies and maintained records of company equipment's.

EDUCATION

Construction Engineering Technology: George Brown College, Toronto, ON
