

April 2, 2026

Hiring Manager
Primont Homes
9130 Leslie St. #301
Richmond Hill, ON L4B 0B9

Subject: Application for Assistant Site Superintendent – Residential Subdivisions

Dear Hiring Manager,

I am writing to express my interest in the Assistant Site Superintendent – Residential Subdivisions position with Primont Homes. With over 20 years of experience in low-rise residential construction across the GTA, I bring extensive hands-on knowledge in supervising multi-unit developments, coordinating trades and delivering high-quality homes in compliance with the Ontario Building Code, Tarion requirements and OHSA regulations.

In my role with Great Gulf Homes, I supervise multiple homes at various stages of construction, coordinating trades, suppliers, inspections and deliveries to maintain production schedules and ensure timely completion. I regularly assume full site responsibility in the absence of the Site Superintendent, leading daily operations, enforcing site safety and ensuring adherence to quality standards. My experience spans detached, semi-detached, and townhouse construction, and I am highly comfortable managing competing priorities across multiple units.

Throughout my career, I have developed a strong reputation for maintaining organized, efficient and safe job sites. I am experienced in conducting detailed inspections, managing deficiencies and preparing daily reports to track progress and ensure accountability. My collaborative approach allows me to work effectively with project managers, consultants, trades and homeowners to resolve issues and keep projects moving forward.

I am particularly drawn to Primont Homes' commitment to quality and community-focused residential development. I am confident that my experience, leadership and attention to detail would make a strong contribution to your construction team.

I would welcome the opportunity to discuss how my background aligns with your needs. Thank you for your time and consideration.

Sincerely,
Joyce Rosales

Joyce Rosales
1306 – 50 Power St.
Toronto, Ontario M5A 0V3
(647) 544-8080
ecyojr@gmail.com

Professional Summary

Results-driven Assistant Site Supervisor with 20+ years of experience in low-rise residential subdivision construction. Proven ability to manage multiple homes at various stages, coordinate trades and suppliers, enforce safety and quality standards and maintain construction schedules. Strong knowledge of Ontario Building Code, Tarion Warranty requirements and OHS regulations. Recognized for leadership, attention to detail and delivering high-quality homes on time.

Core Competencies

- Low-Rise Residential Subdivision Construction
- Multi-Unit Site Supervision (Detached, Semi, Townhomes)
- Trade & Supplier Coordination
- Construction Scheduling & Production Targets
- Ontario Building Code (OBC) Compliance
- Tarion Warranty & Deficiency Management
- OHS Safety Enforcement & Site Leadership
- Quality Control & Inspections
- Municipal Inspections & Occupancy Readiness
- Daily Reporting & Documentation

Certifications

- Working at Heights
- WHMIS
- First Aid, CPR & AED
- Valid Ontario Class G Driver's License

Professional Experience

Great Gulf Homes – Toronto, ON

Low-Rise/Mid-Rise Assistant Site Supervisor - December 2015 to January 2026

- Supervised daily construction activities across multiple low-rise residential units, including detached, semi-detached and townhomes at various stages of completion
- Coordinated 15+ trades, suppliers, inspections and deliveries to maintain construction schedules and production targets
- Led site operations and assumed full site responsibility in the absence of the Site Superintendent
- Ensured compliance with Ontario Building Code, Tarion requirements and company quality standards
- Conducted stage inspections, managed deficiencies and ensured timely resolution prior to occupancy
- Monitored project progress and proactively mitigated scheduling delays and site issues
- Enforced OHS safety regulations, conducted toolbox talks and maintained clean, organized job sites
- Prepared daily reports, progress updates and photo documentation
- Coordinated municipal inspections and approvals with city officials
- Managed material deliveries, verified quality/quantities and reduced rework and waste
- Liaised with project managers, consultants, engineers, inspectors and homeowners

- Supported budgeting, invoice reviews, change orders and cost control initiatives

Empire Communities - Vaughan, ON

Assistant Site Supervisor - October 2014 to November 2015

- Supported construction of low-rise subdivision homes from framing through occupancy
- Coordinated trades and ensured alignment with drawings, specifications and Ontario Building Code requirements
- Assisted in maintaining schedules and meeting project milestones
- Conducted quality inspections, deficiency reviews and pre-closing walkthroughs
- Scheduled inspections with municipal authorities and utilities
- Promoted and enforced site safety procedures in compliance with OHSA
- Acted as liaison between site teams, head office, trades and homeowners

Heathwood Homes – Toronto, ON

Finishing Site Supervisor - January 2011 to September 2014

- Coordinated finishing trades, materials, and schedules to meet completion timelines
- Conducted pre-delivery inspections (PDI) and quality assurance checks
- Ensured compliance with Ontario Building Code and safety standards
- Managed permits, inspections and site documentation

Heathwood Homes – Toronto, ON

Service Coordinator - December 2008 to December 2010

- Managed Tarion warranty processes, including PDI and service documentation
- Coordinated trades to resolve deficiencies and service requests
- Maintained strong homeowner communication and satisfaction

Heathwood Homes – Toronto, ON

Construction Site Clerk - November 2006 to November 2008

- Coordinated inspections, service work orders and Tarion documentation
- Tracked purchase orders, safety reports and site documentation
- Supported communication between site staff, trades and homeowners

Education

Bachelor's Degree in Civil Engineering (1998)