

JOB DESCRIPTION

COMPANY	Litostroj Hydro	DEPARTMENT	Site Services
JOB TITLE	Head of Site Services		
REPORTING TO	Director, Field Services		
SUPERVISION	Project Site Team		

NATURE OF THE ORGANIZATION	Litostroj Hydro Inc., a fast-growing subsidiary wholly owned by Wikov Group, is a key player in the hydroelectric industry. Our work is characterized by a unique approach focused on simplicity, efficiency, and collaboration. On a daily basis, Litostroj Hydro works closely with a wide range of partners, suppliers, and clients located across Canada, the United States, and Europe. Relationships with stakeholders are at the heart of our projects, and we work with passion, rigour, and authenticity to achieve our objectives.
POSITION SUMMARY	The Site Services Manager oversees the coordination, performance, and development of the Site Services team, including site managers, quality advisors, technical advisors, site administrators, and interns, as applicable. This role ensures effective execution of site activities through sound resource planning, operational support, and compliance with health, safety, quality, and customer requirements. Acting as the operational leader for field teams, the incumbent promotes collaboration, continuous improvement, and sustainable performance across projects and internal stakeholders.
RESPONSIBILITIES	Team leadership and talent development • Supervise, engage, and develop the Site Services team by ensuring employee onboarding, performance management, coaching, and professional development. • Hold regular one-on-one meetings, conduct performance evaluations, and support team members' growth. • Promote a culture of accountability, collaboration, professionalism, and knowledge sharing.

	- Identify training needs, strengthen technical and leadership capabilities, and contribute to succession planning and recruitment Resource planning and operational support - Plan, assign, and optimize field resources based on project needs, available skills, and operational requirements. - Ensure adequate site coverage, manage mobilizations, rotations, and replacements, and identify recruitment needs in collaboration with management. - Ensure teams are prepared with the tools, information, training, and resources required to carry out their work. - Work with project, engineering, quality, EHS, and service teams to remove obstacles and support field activities. Health, safety, quality, and compliance - Promote a strong OHS culture and ensure compliance with internal procedures, customer requirements, applicable standards, and required training, certifications, and documentation. - Maintain a high level of quality and safety across all sites. - Participate in investigations, corrective actions, and lessons learned to support continuous improvement. Communication, coordination, and continuous improvement - Act as the main escalation point for field issues and ensure ongoing alignment with management, project managers, other departments, and clients as needed. - Participate in management meetings and performance follow-ups, ensuring clear communication among stakeholders. - Identify and implement continuous improvement opportunities, develop management tools and performance indicators, and standardize best practices to support departmental growth and efficiency.
COMPETENCIES AND SKILLS	- Engaging leadership and strong team management skills. - Excellent planning, organizational, and priority-management skills. - Ability to coach teams and support a growth-oriented environment. - Excellent communication, collaboration, and problem-solving skills. - Ability to manage multiple files simultaneously in a dynamic environment.

	• Strong focus on health, safety, quality, and continuous improvement. • Bilingualism in French and English.
EDUCATION	• Bachelor's degree in engineering, management, or a related field (asset). • Significant experience in field operations or site management. • Experience managing a technical team. • Experience in multi-project coordination. • Experience in an industrial, energy, hydroelectric, or similar environment (asset).
WORK CONDITIONS	Work location: Brossard Position type: As per the policy in effect (2 days in the office/week). Work week: 40 hours Travel percentage: 15% Compensation: base salary + possibility of an annual bonus based on company and employee performance. Benefits: group insurance, group RRSP with employer contribution, provided or reimbursed cell phone, and flexible work schedule.