

Site Supervisor

Description

COMPANY OVERVIEW:

CREO Industrial Arts is a custom fabricator that has been producing high-end architectural products for over 40 years. We execute the vision of the world's finest architects, experiential graphics designers, landscape architects, and exhibit designers, producing extremely high fit and finish custom products for a wide variety of venues.

From the smallest, most detailed piece to large, multi-story structures, CREO does it all. Every project is different, but what they all have in common is the sophistication of the design and the industry's highest standard of quality.

POSITION SUMMARY:

The Site Supervisor is responsible for managing on-site activities related to signage installation, ensuring work is completed safely, accurately, and on schedule. This hands-on role includes coordinating with subcontractors, verifying site readiness, resolving field issues, and maintaining quality standards across multiple job sites. Travel is required.

Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review the overall project with the Project Manager, including plans and drawings, to fully understand the details of each sign type.
- Identify and communicate installation-related concerns to the Project Manager and/or Installation Manager.
- Conduct field surveys as needed to gather accurate site data and verify field conditions.
- Assess and become familiar with jobsite logistics. Coordinate with installation subcontractors to confirm required equipment and manpower.
- Collaborate with subcontractors and/or the General Contractor to identify suitable locations for receiving and storing products prior to installation.
- Verify that all sign locations and mounting surfaces are ready and prepared for installation.
- Attend on-site subcontractor meetings as required or deemed beneficial.
- Confirm that interface conditions align with approved plans. When discrepancies arise, develop and document alternative solutions.
- Understand procedures for sign placement and ensure that final locations are approved and documented by the client whenever possible.

Hiring organization

CREO Industrial Arts

Employment Type

Full-time

Base Salary

\$ 83,000 - \$ 86,000

Date posted

June 7, 2026

- Ensure underground utilities are properly located prior to excavation and maintain documentation of the findings.
- Coordinate with surveyors, when needed, to accurately field-locate foundations for ground-mounted signs.
- Confirm that all deliveries are inspected and signed for by either the installation subcontractor or a designated CREO employee.
- Track all fabricated sign components, hardware, templates, UL labels, and permits. Prepare for installation according to specifications and have contingencies in place.
- Verify that installation patterns are accurate and consistent with as-built conditions.
- Coordinate scheduling and site access with the general contractor and other trades. Understand CREO's contracted scope and notify the Project Manager of any potential scope changes. Obtain proper authorization before proceeding and document costs for change order recovery.
- Proactively identify potential issues and resolve conflicts as they arise.
- Ensure proper handling, transportation, and installation of signs to protect high-quality finishes.
- Oversee all on-site work performed by subcontractors. Understand their scope, ensure quality workmanship, document conflicts, and protect CREO from unwarranted charges.
- Maintain professional communication with designers, general contractors, trades, consultants, and internal team members.
- Submit daily reports as outlined by the Installation Manager.
- Represent CREO during punch list walks with clients and/or the design team when required. Accurately record and address all feedback.
- Coordinate permit submittals and inspections when applicable.
- Serve as Lead Installer when not assigned as Site Superintendent.

Qualifications

QUALIFICATIONS:

- Current WA State Driver's License and clean driving record
- Ability to pass drug screen at random. This is dictated to client and site requirements.
- 8 years' experience as a Site Supervisor and/or Installer for custom fabrication.
- GED or High School Diploma is required.
- Travel is required. Significant travel to out-of-town jobsites, overtime, and weekend or night work as dictated by site conditions and project schedule.

Job Benefits

COMPANY SALARY/BENEFITS:

CREO offers a great career growth culture, competitive salary, holidays, vacation, comprehensive benefits including medical, dental, vision, life, AD&D, LTD coverage, and a 401(k) plan.

Contacts

If this position sounds like a perfect fit for you **Apply Today!**

CREO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.