

Job Description

Title of post:	Site Supervisor
Reference :	SS21
Hours of work:	Full Time
Location:	Various Sites throughout the UK and Ireland
Reports to:	Contracts Director

Job Summary

The job holder will play a key role in successfully planning & overseeing site activities for construction projects, until completion stage. The job holder will be responsible for ensuring all elements of H & S are at the forefront of construction activities. You will be responsible for monitoring daily work activities, reporting progress and issues of concern to the Construction Manager. You will be responsible for ensuring that company management systems and processes are adhered to. You will be required to ensure that all works are installed and executed in accordance with the contract documents. You will be responsible for supervising onsite interfaces and coordinating tasks to alleviate both health and safety risks as well as unnecessary financial costs and delays to the project. The job holder will be required to formally record and monitor progress and for ensuring that the required quality/workmanship standards are met.

Key Duties/Responsibilities

The job holder will:

- Supervise specific requirements for all matters of health, safety, environment and quality that must be undertaken by the contractor, in line with the agreed scope of works for all construction activities
- Assist in development and maintenance of pre-construction plans
- Be proactively involved in supporting the Construction Manager throughout the duration of the project
- Be aware of all Health & Safety elements within the site, ensuring clear instructions are given prior to works commencing
- To maintain an accurately detailed daily site diary of site conditions, progress and resources available to undertake work activities
- To aid the early identification and notification of contract variances, reporting to the Construction Manager
- Carry out site inductions
- Carry Weekly Site Safety Inspection Report Conduct to assess safety hazards, and the likelihood of an accident occurring
- Carry out and document all relevant site meetings
- Assisting in the evaluation of subcontractor's to include vetting & approval of RAMS/safety documentation including overseeing all sub-contractor labour on site
- Dealing with staff and sub-contractors, ensuring quality is achieved
- For promoting good practice of material sustainability (reuse and/or recycle) initiatives to reduce waste and save costs
- For ensuring that contractor's operatives are competent, qualified and licensed to undertake work activities correctly
- All plant and equipment is tested, maintained and certified as specified

- For monitoring and recording specific or specialist deliveries, ensuring the condition load's meets standard, items are handled correctly, packaging is intact and storage facilities are adequate.
- Prepare and actively participate in the project hand over process
- To maintain all appropriate key links with client to provide approvals for certain construction tasks to proceed in line with programme requirements.
- Any other duties deemed necessary to fulfill the requirements of the job.

General Requirements

The post holder will be required to:

1. Ensure the company's policy on equality of opportunity is promoted through his/her own actions
2. Co-operate fully with the implementation of the company's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for customers, members of the public and staff.
3. Adhere at all times to all Trust policies/codes of conduct, including for example:
 - Smoke Free policy
 - Alcohol & Drug Free Policy
 - Company Standards of attendance, appearance and behaviour
 - Fire Procedures
 - ISO:9001
 - Health & Safety at Work
4. This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature may be assigned from time to time.
5. It is a standard condition that all staff may be required to serve at any location to meet the needs of service demand.

Job Specification

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ESSENTIAL CRITERIA – these are criteria all applicants **MUST** be able to demonstrate either at shortlisting or at interview stage. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted.

Qualifications & Experience

1. Hold a current CSR site supervisor card Or 5 years' experience in leading teams on construction sites
2. Hold a current driving license valid for use in the UK and have access to transport on appointment

Skills & Knowledge

3. Ability to read working drawings
4. Ability to work on initiative with strong leadership and planning skills
5. Critical thinking and problem solving skills
6. Adaptable and ability implement change with fast reactions in a fast paced industry
7. Good working knowledge of H & S legislation and working practices within the construction industry
8. Effective communication skills to meet the needs of the post in full
9. Good organisational skills with an ability to prioritise workload