

Position Description: Site Supervisor

Reports to: Site Manager/Project Manager

Overall Responsibilities

- Direct onsite supervision of staff and subcontractors.
- Application of knowledge, skills, tools, and other management techniques against project activities to meet the project requirements.
- Responsible for ensuring all works are constructed to contract documents and within the allocated program timeframe safely and correctly.
- Comply with all company Quality Systems, policies and procedures.
- Complete site diaries daily.
- Completing site supervisors' logs & site reports.
- Reporting on work progress.

Key Duties and Responsibilities

a. Administration

- Responsible for keeping accurate records to allow the project manager to prepare timely and accurate reports.
- Assist in the administration of the project.

b. Safety

Site Supervisors have responsibilities on behalf of the company but must also take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. It is their responsibility to:

- Ensure adherence to company's Work Health and Safety (WHS) policies, procedures, rules and standards and follow reasonable directions.
- Fulfil all WHS responsibilities defined in the site-specific safety management plan.
- Responsible for the working to the project specific WHS, Environmental Management and Industrial Relations Management Systems and Ensuring compliance with Safety Management Plans.
- Assist Project Managers with the preparation of site safety management plans.
- Participate in on-site safety meetings and action and close out any findings identified through safety audits in accordance with set times or in a timely manner.
- Consult with employees or teams under their control and HSE Coordinator on WHS issues.
- Assess subcontractor's ability to comply with WHS requirements in consultation with the Project Manager.

- Ensuring compliance with safe working rules.
- Identify hazards and assess risk.
- Initial review of subcontractors Work Method Statements (WMS) against WMS review checklist.
- Verifying (by inspections and tests) that work areas, work methods, materials, plant and equipment comply with safety legislation, regulations, standards and codes.
- Quarantining unsafe work areas, materials, plant and equipment and managing requirements to make safe again.
- Reporting incidents and accidents and collating incident, accident and injury statistics.
- With the Project Managers, investigating incidents and accidents and forward information to the HSE Coordinator immediately and initiating corrective (preventive) actions.
- Ensuring that all site staff are aware of the company's Injury Management Policy, Procedures and Injury Management Program and Plan.
- Assist with initiating an early return to work on suitable duties after a workplace injury.
- Attend on-site HSE Coordinator Meetings and discuss / provide safety information and report to the HSE Coordinator as required.
- Action Risks Identified at HSE Coordinator Site Audits by required time frame.
- WMS monitoring since last meeting.
- Check that toolbox talks and other forms of communication – ie Subcontractor meetings are occurring.
- Undertake or ensure that Inductions are up to date if performed by other site members.
- Plant and equipment registers are completed and up to date.
- Electrical equipment has been tagged and recorded in the electrical tagging register
- Keep abreast of changes in applicable legislation and discuss at the proceeding site meeting.
- Maintain relevant knowledge of WHS to undertake roles and responsibilities specific to the site supervisor position description.
- Act as a role model by demonstrating safe work behaviours.
- Ensure that employees or teams under their control are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Ensure that employees or teams under their control including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment. One such means is through tool box talks/meetings.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees or teams under their control are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.

c. Environmental

- With the Project Managers, assessing subcontractors' and suppliers' abilities to comply with environmental management system requirements.
- Assist project managers with the preparation of site environmental management plans.
- Ensuring compliance with environmentally sound work practices.
- Ensuring compliance with site environmental management plans.

d. Leadership/People Management

- Role model for BINAH Groups' culture and values, nurturing and cultivating these principles across the business units.
- Assess and monitor subcontractors' ability to comply with industrial relations laws and their employment obligations in conjunction with the Project Manager.
- Assist the project manager with the site industrial relations management plans, sound industrial relations management work practices, legislation, workplace relations laws and national code of practice.
- Recognise, address and resolve issues/problems among/between site employees or teams under their control.
- Maintaining work standards and outlining behavioural expectations to ensure worker morale and productivity is maintained at all times.
- Enforce the Workplace Discrimination Harassment Policy principles of workplace respect on site at all times.
- Responsible for the successful delivery of the project without disruption due to industrial relations matters.
- Promote, support and facilitate teamwork and harmony between all team members by promoting and fostering a positive attitude among all team members.

e. Quality, program and budget

- Participate as a member of the Construction Team.
- Participate in Day 1 Construction Meetings for allocated project.
- Coordinate with the administration team and be responsible for the supervision of all site construction functions.
- Together with the construction team, to co-ordinate, review, monitor and supervise all direct and subcontract site activities and work.
- Maintain and manage records, files and documents on site.
- Assigning tasks to employees or teams under their control.
- Supervise construction staff, apprentices and the work of sub-contractors on site.
- Supervise all direct and subcontract construction work on sites.
- Identify construction details/problem, safety and environmental issues on site and advise solutions to the Project Managers.
- Train and mentor construction staff as required.
- Assist Project Manager in providing Construction Advice to the Construction Manager, Administration Team members and Estimators.
- Prepare submissions, reports and other correspondence associated with Construction activities & the WHS Management function as required.
- The site supervisor is responsible for following project programs and ensuring that employees and subcontractors complete works to meet program by:
 - Interpreting plans in order to direct the progress of work and monitor compliance with construction
 - Translating general work requirements into a prioritised work plan for the employees or teams under their control.
 - Programming works to be completed as per organisation procedures.
 - Engaging with employees or subcontractors to overcome program challenges
 - Periodically reassess daily goals to meet forecasted schedules.
 - Set 2-3 weekly "target program" to complete works to a project specific set

timeframe

- Attend, co-ordinate and lead meetings as required including weekly subcontractor's meetings.
- Undertake all reasonable tasks as directed by the Construction Manager and Project Manager including marketing.
- Ensure all Inspection and Test Plans (ITP's) are prepared and all works completed to the requirements of trade ITP's – no works to proceed past hold and witness points without specific inspections and sign offs having been completed and to ensure that proper quality is maintained.

f. Project Handover and Defects Liability Period

Manage project finalisation to ensure internal defects inspection and rectification is undertaken to achieve defect free completion and that retention monies are claimed and released as per the terms of the contract. This includes:

- Undertaking defects walk with members of the construction team and prepare defects list.
- Provide defects list to relevant subcontractors and manage rectification by required time frames.
- All defects are attended to achieve completion by the contract completion date.
- Assist the project manager with the collection and preparation of all certifications, As-builts and Operations Manuals for submission to the client within the terms of the contract.

Knowledge, Skills and Attributes

Knowledge

- Company Standard Operating Procedures.
- Work Health and Safety and Environmental Regulations, Legislations and Standards.
- How to read, interpret and explain building plans.
- Participate in company training programs.

Skills

- Supervisory Skills
- Demonstrated technical expertise
- Responsible and completes work without close supervision
- Communication amongst all project stakeholders– oral and written
- Organisation and planning
- Time management
- conflict resolution
- Leadership
- Decision making
- Problem solving
- Coaching, mentoring, team building and motivating team members
- Adapts to and implements change
- Produces results.

Attributes

- Diligence and professionalism in the pursuit of their job and project outcomes
- Assist with other duties related to their area of employment, such as assist with keeping their site office and site conditions neat and tidy and assist other employees with workloads

- Maintain company vehicles, plant and equipment in a safe, clean and operational condition
- Is ready to take on new challenges and is willing to learn
- Has a great work ethic
- Can adjust to change
- Will be a role model and one who leads by example
- Is a team player
- Takes responsibility for their own actions and the actions of their team
- Is honest and acts with integrity
- Self-motivated and driven
- Promptness to return phone calls from Senior Managers and team members within 1hr
- Is available to discuss operational issues with Project and Senior Managers after normal trading hours and responds to emails or any form of communication within 2 hours.

Qualifications

- Trade Certificate or equivalent.
- Minimum 5 years' experience as a Site Supervisor.
- Knowledge of construction building processes, means and methods
- Experience working on high end mid-tier residential developments over \$10m
- Competent application of computer software MS Office, including MS Outlook, Word, Excel and Project
- Current first aid certificate
- Valid and current driver license
- Has a great attendance record.