JOB DESCRIPTION

JOB TITLE: Site Supervisor

REPORTS TO: Contracts Manager/Project Manager

LOCATION: The Company’s construction sites throughout the UK

SUMMARY OF ROLE

Reporting to the Contracts Manager, the Site Supervisor will be responsible for supervising a building project. Alternatively, the post holder will be responsible for supervising a section of works on a building project reporting to the Site Manager/Site Agent.

DUTIES AND RESPONSIBILITIES

- Ensure a consistently high standard of work is produced in accordance with specification and quality standards through regular quality inspections with sub-contractors.

- Direct and supervise day to day operations of sub-contractors ensuring appliance of common operational procedures.

- Ensure material requisitions are issued in adequate time to achieve the Construction Programme.

- Schedule, control and monitor all plant and materials on a weekly basis.

- Ensure all work is completed to programme.

- Fulfil the role of Temporary Works Co-Ordinator when required.

- Liaise with Contracts Manager/Project Manager, Site Manager/Agent, and Contract Surveyor regarding cost control, waste management, variations and confirmation of instructions.

- Carrying out safety inspections and fulfilling the health, safety and welfare responsibilities as detailed in the Company’s Policy and in compliance with OHSAS 18001 management system.

- Maintain quality and environmental control procedures in accordance with ISO 9001 and ISO 14001.
- Create and maintain good relations with clients, design teams and neighbours as well as any other stakeholders.

- Maintain comprehensive and accurate records of own activity related to projects on Gateway to enable traceability.

- Fulfil the role of Mentor as and when required.

- Control and monitor site waste in accordance with the Company’s Site Waste Minimisation and Management policy.

- Maintain positive relations with clients, design teams and neighbours.

- Fulfil company CPD requirements undertaking all relevant training and development activities as required.

- Continually develop knowledge of innovative construction techniques and products to enhance the business and fulfil company CPD requirements.

- Contribute to the Company’s Corporate Social Responsibility initiatives.

The above list is not exhaustive and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role.