

# Job Description

**Title:** Working Site Supervisor

**Reports to:** Contracts Manager

**Purpose of Role:**

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To ensure supervised site(s) meet agreed programmes of work at a profit.

To manage site(s) in line with the Company's health, safety, environmental and quality standards.

To work well with clients, client's agents and sub-contractors at your site(s)

To carry out work as per their trade qualifications

**Key Responsibilities:**

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- Successfully supervising one or more site at the same time.
- To carry out works as per their trade job description
- Liaising with clients where necessary
- Ordering materials and plant in line with site plan
- Assisting in valuations and production of invoices.
- Controlling of any additional works.
- Developing and achieving a programme work for each site.
- Managing and motivating employees, sub-contractors, apprentices and trainees on site.
- Assisting in the setting up of on-site training programme for apprentice carpenters and joiners.
- Managing site health and safety including: -
  - Adherence to all applicable health and safety legislation.
  - Adherence to site rules.
  - Inspection of scaffolding.
  - Implementation of method statements.
  - Assisting in the carrying out of risk assessments.
  - Provision of first aid
- Assisting in the setting up of tool/plant maintenance programmes.
- Maintaining the confidentiality of clients and the company at all times.
- Ensuring ISO9001 and ISO14001 processes are adhered to on site.
- Ensuring adherence to all relevant environmental legislation
- Ensuring sub-contractors work to programme and meet approved quality standards.
- Developing and coaching employees so they learn new skills and behaviour
- Introduce new and better ways to meet site programme and company aims.

**Essential Qualifications:**

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Minimum of City and Guilds or NVQ level 3 in a building trade.  
Full, clean driving licence.

**Competencies:**

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- Develop and implement operational plans for your sites/projects

- Manage a programme of complementary projects
- Procure supplies
- Develop productive working relationships with colleagues and stakeholders
- Manage the achievement of customer satisfaction
- Ensure compliance with legal, regulatory ethical and social requirements
- Ensure health and safety requirements are met in your area of responsibility

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills and abilities</b>	<p>Ability to read and interpret building plans</p> <p>Communication skills - verbal</p> <p>The ability to manage, motivate and develop people</p>	I T Skills
<b>Knowledge</b>	<p>Wide knowledge of all aspects of the construction industry, especially renovation works</p>	
<b>Experience</b>	<p>Experience of managing quality, health and safety and environmental processes</p> <p>Evidence of problem solving experience</p>	
<b>Training</b>	<p>City and guilds or NVQ Level 3 in a building Trade</p>	<p>CSCS Site supervisor card</p> <p>SSSTS</p> <p>First Aid at work certificate</p> <p>Scaffold Inspection</p> <p>Asbestos awareness</p>
<b>Other requirements</b>	<p>Full, Clean driving licence</p>	

