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PD Number:	
Revision Date:	

Position Title: Site Supervisor

Reports To: Site Manager

Position Summary:

To assist the Site Manager in the delivery of projects by supervising and coordinating the on site activities on site.

Responsibilities:

- Maintain an in-depth knowledge of all company regulations and safety legislation and communicates these to all workers
- Enforce compliance, administering disciplinary actions as required
- Supervise employees, contractors & sub contractors
- Supervise operations associated with supply, production Control, and quality assurance

***** MORE IN ORIGINAL DOCUMENT

Position Details:

Key Accountabilities	Indicators of Effectiveness
<ul style="list-style-type: none"> • Liaise with the Site Manager regarding client requirements • Attend client progress meetings (where requested) 	<ul style="list-style-type: none"> • Client satisfaction with the project
<ul style="list-style-type: none"> • Supervise the delivery & distribution of materials on site • Supervise & provide direction to trades persons onsite • Assist in resources planning to meet construction schedule 	<ul style="list-style-type: none"> • Construction schedule running on time
***** MORE IN ORIGINAL DOCUMENT	***** MORE IN ORIGINAL DOCUMENT

Critical Skills & Attributes:

Skills & Attributes	Details
<ul style="list-style-type: none"> Academic/Technical Qualifications 	<ul style="list-style-type: none"> Relevant Trade or Engineering qualifications Current white / Blue Card Current Queensland Drivers Licence Senior First Aid Certificate Confined Space & Working at Heights tickets an advantage
<ul style="list-style-type: none"> Knowledge and Experience 	<ul style="list-style-type: none"> At least 2 years experience in a Site Supervisory or management role Previous experience in managing large multi-disciplinary teams Ability to read & interpret technical drawings & plans
<ul style="list-style-type: none"> Computer Skills 	<ul style="list-style-type: none"> Solid working knowledge of Microsoft Office & Internet Explorer Knowledge of CAD or similar programs
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Tasks**Daily:**

- Day to day supervision of personnel involved in the project
- Coordinate equipment & resources
- Supervise volunteers & apprentices
- ***** MORE IN ORIGINAL DOCUMENT

Weekly:

- Attend weekly OH&S toolbox meetings
- ***** MORE IN ORIGINAL DOCUMENT

Monthly:

- Attend & contribute to monthly company meetings
- ***** MORE IN ORIGINAL DOCUMENT

Occasional / as required

- Coordinate the rental or leasing of equipment as required & in line with company purchasing procedures
- Report any incidents, accidents, hazards or near misses in the work place immediately as per company procedures

***** MORE IN ORIGINAL DOCUMENT

Agreement:

_____	_____	_____	____/____/____
<i>Employee Name</i>	<i>Position Title</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____	____/____/____
<i>Manager's Name</i>	<i>Position Title</i>	<i>Signature</i>	<i>Date</i>