

Supervisor Roles & Responsibilities

The Site Supervisor position is the first line of management overseeing site operations and is essential for ensuring the efficient running of the business.

The main function of this role is to manage site-based operations - starting with pre-site preparations through to project completion ensuring that the project is delivered on time and to client specifications & quality.

Main Job Roles & Duties

For all projects to be completed successfully, each crew must have a strong team spirit combined with a productive work ethic with the supervisor leading by example.

In order to maintain effective leadership, the supervisor must proactively mentor an assistant who can deputise in their absence and will assist with the below duties.

Project Related

- Organising and ensuring that the required plant and materials are on site prior to arriving on site. This will involve liaising and communicating with our yard and logistics & procurement office staff.
- Liaising and communicating with the logistics office staff to arrange crew travel and accommodation for the upcoming project.
- Ensuring all crew members are successfully registered for site inductions and assisting any workers who require help with this process.
- Organising and communicating our daily works with our onsite team in carrying out our scope of works from final trim through to finished floor slab. These works to be carried out within the required programme timeframe agreed and within budget.
Please note that our office based contracting department team will be monitoring live build costs with relevant queries being raised where required if a project is outside our budget costs.
- Co-ordinating with the concrete plant on daily supply requirements and troubleshooting where required if issues arise in respect of this supply.
- Co-ordinating our onsite QA procedures (and client QA procedures) in respect of prestart, live and post pour documentation ensuring that this information is copied to head office daily for our records.
- Completion of other daily and weekly paperwork through the internal company app such as daily work schedules, plant check lists, incident reports etc
- Posting of prestart, live and post pour photos of daily works to our shared company platform which office and relevant site staff have access to.
- Communicating any variations outside our agreed scope of works with our office team to allow agreement of costs and instruction to be received in writing prior to proceeding with these works.
- Supervise and direct any appointed subcontractors on site.

- Liaising with the client on site and relaying any critical information to the office team which impacts on our scope of works or programme. This should be done in good time to allow the office to action this information and mitigate any potential cost implications.
- Closing out site operations including all snagging (snag as you go) works.
- On completion of every project, ensure all company property (plant and surplus material) is accounted for and photographed (posted to our shared platform) with communication to our logistics and procurement department with arrangements to be made for demobilising off site for all items.
- Supervise health & safety on site in line with the agreed and signed RAMS for all Projects and in line with Company policies.
- Manage and assess any potential safety hazards on site and look/plan to eliminate these hazards to ensure that our works are completed safely. Regardless of the scale of the construction site, there are possibilities for risks and injuries. While prevention is better than cure, site supervisors will have to enforce site safety procedures to minimise work-related injuries or accidents.
- Communicate with our Health and Safety Manager on all Health and Safety matters.

Management of Employees

- Being the first point of contact on site, you will handle all personnel related issues that may arise and relay all relevant information to the office team to allow adequate and proper follow up on these issues.
- Organise daily employee shift patterns based on the project requirements
- Manage workflows for all direct employees by delegating daily tasks to each worker based on their skills & experience (Labourer, finishers, etc)
- Collaborate with management to ensure the smooth onboarding of new recruits onto the team – this includes appointing a ‘buddy’ who will train the new recruit in the processes of your crew and ensure the new hire understands the role and expectations relating to performance, etc
- Continually monitor performance of employees and flag any areas of concern which can be recorded on an employee’s record and addressed accordingly

***This list is not exhaustive as you may be required to carry out additional duties to successfully execute your role as Site Supervisor**