

Position Description (HR008-10)

This form relates to the following procedure: (HR008) Position Descriptions Procedure

This form also relates to the following other forms: Nil

Sub-Contractor - Site Supervisor

Business:	M & N Enterprises Pty Ltd, trading as Playscape Creations	Employment Status:	Sub-contract
Team:	Construction Team	Location:	1/553 Boundary Rd, RICHLANDS QLD 4077

OVERVIEW

This is a Project Specific role – with contract requirements of the position aligned with the project timeframe. As the point of reference of both workers and supervisors, the Site Supervisor will be a key person for the completion of the Project they are assigned to.

MAIN DUTIES/RESPONSIBILITIES

- Coordinating construction work according to priorities and scheduled timeline
- Ensuring high standards of work at every stage
- Ensuring all Site Safety is implemented and understood throughout the project
- Hands on works will be required throughout the project (not just supervision)
- Site supervision is required at site for all project work hours
- Autonomous ability to continue works when other subcontractors are not present
- Producing Schedules and monitoring attendance of works, contractors, and visitors.
- Conduct daily toolbox talks to ensure all workers are fully aware of potential on site risks
- Inducting all site workers and ensuring they are aware of, and capable of working within the site safety rules of the site
- Scheduling Contractors to perform said works so that constant progress is upkept on site
- Supervise the use of Machinery and tools by qualified operators & trades people.
- Communicate with key stakeholders as required
- Report to managers with critical details of project
- Resolve on site conflicts and complications on site

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ROLE REQUIREMENTS

Qualifications and Experience

For this role the following qualifications/experience are required:

- Construction trade certificate and Licenced QBCC Site Supervisor
- In-depth knowledge of construction procedures, equipment and HSE guidelines
- Understanding of structural, electrical and hydraulic systems
- Ability to read drawings, plans and schematics
- Excellent organizational and leadership skills
- Problem-solving abilities

Skills

The Sub-Contractor - Site Supervisor must be able to demonstrate the following skills:

- Proven experience as Site Supervisor
- High-level interpersonal skills with the ability to positively liaise with all levels of the business
- Excellent organizational and leadership skills
- Attention to detail
- A high degree of organisation
- Capacity to work independently
- Ability to constantly improve and optimise
- Socially adept
- Excellent time management
- The ability to handle pressure and meet deadlines
- Skill in prioritizing and triaging obligations
- Ability to communicate and report effectively
- Current First Aid Certification

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Knowledge

The Sub-Contractor - Site Supervisor, will be provided training, therefore, must have proficient knowledge in the following areas:

- Comprehensive knowledge of all products
- Comprehensive understanding of the recreation industry
- Comprehensive understanding of administration and filing procedures
- Comprehensive understanding of customer service expectations
- Comprehensive understanding of standards and compliance requirements

VALUES

As a leader you are expected to demonstrate and promote our Company Values:

Integrity	Contribution	Growth	Achievement
Respect	Problem Solving	Development of business	Prosperity
Trust and Honesty	Sharing	Development of self	Outcomes
Accountability	Selflessness	Extending ourselves	Results
Compliance to Legislations/Standards	Openness (safe space)	Measured Risks	Celebrating Success

PERSONAL ATTRIBUTES

The Sub-Contractor - Site Supervisor must be able to demonstrate the following personal attributes:

- Honest and trustworthy
- Reliable
- Respectful
- Flexible
- Possess a positive, can do attitude
- Demonstrate sound work ethics
- Possess cultural awareness and sensitivity

SUB-CONTRACTOR ACKNOWLEDGEMENT

By signing below the sub-contractor within this specific job role acknowledges that they have read and understood (or sought clarification on) the document in its entirety. It is also recognised that this position description does not act as an exhaustive list of functions or tasks that the sub-contractor may be required to complete.

Sub-contractor Signature: _____

Date: _____

Manager Signature: _____

Date: _____