

# Position Description (HR008-27)

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

This form also relates to the following **other forms**: Nil

## Site Supervisor

<b>Business:</b>	Playscape Creations Pty Ltd	<b>Employment Status:</b>	Full Time
<b>Team:</b>	Construction Team	<b>Location:</b>	1/553 Boundary Rd, RICHLANDS QLD 4077

### OVERVIEW

As the point of reference of both workers and subcontractors, 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 requirements within construction, as well as working knowledge of electrical installation and plumbing works.
- Ability to read drawings, plans and schematics
- Excellent organizational and leadership skills
- Problem-solving abilities

### Skills

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

- Proven experience as Site Supervisor or Leading Hand
- 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 Site Supervisor, will be provided training, therefore, must have proficient knowledge in the following areas:

- Comprehensive knowledge of all products and Industry Standards
- 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

## **KEY PERFORMANCE INDICATORS (in line with the Strategic Plan)**

Company Strategic Goals	Overall KPIs	Individual KPIs
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Ensure that the company is financially healthy and provides ongoing value to Shareholders</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct work as efficiently as possible to ensure consistent cashflow is achieved.</li> </ul>
<b>Customer</b>	<ul style="list-style-type: none"> <li>• Understand, respect and service our key and potential clients by displaying a high level of energy and knowledge, providing client focussed solutions and consistently delivering value.</li> </ul>	<ul style="list-style-type: none"> <li>• On Principal Contractor projects, ensure that Promotional signage is displayed on fencing.</li> <li>• Ensure high standards of site presentation and crew behaviour at all projects.</li> </ul>
<b>Internal/ Business Processes</b>	<ul style="list-style-type: none"> <li>• To systemise what we do and utilise technology to create efficiencies and strengthen our capability for growth. To consider Health, Safety and Environment (HSE) within every aspect of what we do every day</li> </ul>	<ul style="list-style-type: none"> <li>• Creation and submission to the Quality Management System one process/task document a quarter.</li> <li>• Actively participate in opportunities (at least once a year) to enhance relationships with key suppliers/subcontractors.</li> <li>• Creation of standard set of construction delivery documents to allow any item to be built/installed in any state of Australia by any contractor.</li> <li>• Creation and adherence to one consistent end-to-end workflow process that can be replicated in any/all states within Australia.</li> <li>• Embrace and uphold the concepts of workplace safety. Target of zero harm.</li> <li>• Embrace changes as they are made towards to accreditation to ISO standards.</li> </ul>

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<b>People and Growth</b>	<ul style="list-style-type: none"> <li>To support and develop our teams in line with our company objectives. Build and maintain relationships and partnerships with suppliers and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Meet and exceed the tasks set out within my individual position description.</li> <li>Commitment to self care/development in the following areas: physical, mental, and industrial/professional development.</li> <li>Embrace the evolution and improvement of the business and be open to giving and receiving feedback.</li> <li>Commit to training and development as identified as necessary for your role.</li> <li>Commit to ensuring any complaints received are logged in the relevant register and that any necessary escalations are made.</li> <li>Present at least one internal knowledge transfer to the team (annually).</li> </ul>
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## 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 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

## **EMPLOYEE ACKNOWLEDGEMENT**

By signing below the employee 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 employee may be required to complete. If additional functions or tasks become an ongoing responsibility, it becomes necessary to review the position description at the next scheduled performance review (informal or formal).

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Next review date: \_\_\_\_\_

Performance is reviewed informally with direct manager only – every 3 months (between formal reviews)

Performance is reviewed formally with direct manager and managing director – every 12 months (annually)

NOTE: Changes in responsibility, reporting and employee income (unless otherwise required by the business throughout the year) will only be discussed at annual reviews. All reviews are schedule in correspondence with the employees individual commencement date.