

MILLS ALBERT LTD – JOB DESCRIPTION

Position: Site Supervisor

Purpose of Position

- Carrying out the objectives of the Tender and Quality Plans
- Managing the resources used by Mills Albert Ltd including Sub – Contractors.
- Health and Safety matters on Site
- Marking out of Existing Site Services
- Ensuring sufficient survey, set out and materials are on site ahead of planned work and managing these items to minimize over ordering and damage/loss of these to the best of your ability.
- Ensure “As Built” records are up to date.
- Quality testing on site.
- Recording relevant information in a daily site diary. Taking photos where relevant. Providing Daily progress reports
- Making sure that all Plant is in good working order and daily maintenance is undertaken.
- Ensuring that weekly job running sheets and timesheets are accurate and arrive in the office on time for processing.
- Drafting a Weekly rolling program.

Reporting and Supervision

Internal

Reports directly to, and receives assistance directly from, the Operations, Contracts Manager, or the Directors.

External

Close liaison is required with the customer's representatives (e.g. Cuttriss Consultants, Ryman's, Fletcher's staff), and the likes of.

Instructions may be received directly from customer's representatives, or Work Safe NZ staff, but will normally come via the Contracts Manager or the Engineer.

Specific Duties

Help to promote Mills Albert Ltd as a progressive company.

Supervise all activities on site/s whilst ensuring quality and production targets are met.

Liaise with other supervisors/foreman to assist with Company goals.

Assist in maintaining morale and having a positive focus.

Operate machinery productively, within manufactures specifications, rules or guidelines laid out in Mills Albert Ltd Policies, and statutory requirements.

Direct Staff to carry out daily inspections and maintenance on machines, includes filling out machine records as required.

Ensure sites are clean and tidy by delegating others to do so.

Ensure the safety of workers and visitors working on site.

Ensure dockets are filled out correctly and legibly.

Ensure all required, is available and ready for use, at designated startup time each morning.

Care for and ensure security of fire and communication equipment allocated to machine and any company tools and equipment used.

At all times to adhere to the Policies and Procedures outlined in the Mills Albert Ltd Health and Safety Manual and Quality Management Manual.

Contribute to the systematic identification and control of hazards, and the continuous quality improvement programme.

Assist and Participate in training as directed by company.

Responsibility and Authority

Equipment

Responsible for care of Machinery being operated and any company equipment being used.

Purchases

Authorized to make purchases on behalf of the company in consultation with Management.

Location

Location will vary.

Hours of Work

Normally 7.00am to 5.30pm Monday – Friday, 7.30 – 12.30 Saturdays.

Work outside these hours may be required from time to time.

Qualifications

Full NZ License, Classes 1,2,3,4,5

F,R,T,W

Personal Specifications

Be able to understand and follow instructions, both written and verbal.

Able to maintain concentration and focus for long period's in fast moving environment.

Be able to work effectively as part of a team.

Be punctual and reliable.

Steady temperament.