

# Site Supervisor



<b>Position Title:</b>	Site Supervisor	<b>Business Unit:</b>	Operations
<b>Position Level:</b>	Senior	<b>Department:</b>	Operations
<b>Reports to:</b>	Project Manager	<b>Supervisor of:</b>	Drainers, Site Workers, Plant Operators, Labourers

<b>Job Purpose:</b>	To provide effective site management of projects to achieve time, cost, quality, and safety objectives in line with Mills Albert Ltd Policies & Procedures
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Key Working Relationships	
<b>Internal:</b> <ul style="list-style-type: none"> <li>Project Managers/Project Superintendents</li> <li>Survey Manager/Surveyors</li> <li>Contracts Administrators</li> <li>General Manager</li> <li>HSEQ Manager/Advisor</li> <li>Directors</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>Local Government Authorities</li> <li>Subcontractors</li> <li>Labour Hire Agencies</li> <li>Consulting Engineers/Client</li> <li>The General Public</li> </ul>

Key Result Areas - Operational	
<ul style="list-style-type: none"> <li>Liaise with the MAL Project Managers, Project Engineers, Field Operations Manager, and other parties to effectively plan, coordinate and manage all site works to a successful conclusion</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all construction drawings and plans are kept onsite, in order and updated</li> </ul>
<ul style="list-style-type: none"> <li>Attend project planning meeting with Project Team as required</li> </ul>	<ul style="list-style-type: none"> <li>Manage project construction in accordance with the allocated programme</li> </ul>
<ul style="list-style-type: none"> <li>In accordance with the allocated programme implement a 2-week last planner</li> </ul>	<ul style="list-style-type: none"> <li>Allocate and manage onsite tasks in accordance with the approved 2-week last planner</li> </ul>
<ul style="list-style-type: none"> <li>Using the 2-week last planner tool, accurately pre-plan all material, plant, equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Using the 2-week last planner tool, accurately pre-plan survey and testing/ITP requirements</li> </ul>
<ul style="list-style-type: none"> <li>Monitor/Observe and maintain/protect survey and testing/ITP requirements as per the project or local authority specifications</li> </ul>	<ul style="list-style-type: none"> <li>Accurate records to be kept of any additional Site Work including variations, day works, changes and delays that may constitute an alteration of time to the contract</li> </ul>
<ul style="list-style-type: none"> <li>Manage subcontractors and suppliers to ensure that all works are carried out in accordance with the contract and Mills Albert Services policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Submission of Daily Site Reports through site app pro.</li> </ul>
<ul style="list-style-type: none"> <li>Manage sites in accordance with project environmental plans and/or company policies &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>Ensure start/finish and meal break timings are as planned and unnecessary down time prevented.</li> <li></li> </ul>

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<ul style="list-style-type: none"> <li>Maintain tidy sites ensuring all rubbish is contained and disposed of appropriately and equipment and materials are left in an orderly state at the end of each day.</li> </ul>	<ul style="list-style-type: none"> <li>Manage site security, ensuring that all plant equipment and materials are secured effectively to prevent theft or damage</li> </ul>
<ul style="list-style-type: none"> <li>Manage the delivery of materials to site including checking off site deliveries and reporting of any damaged product/materials</li> </ul>	<ul style="list-style-type: none"> <li>Collection and logging of all delivery dockets and forwarding to Mills Albert Ltd office before the end of the week</li> </ul>
<ul style="list-style-type: none"> <li>Collation of all site paperwork and delivery to Mills Albert Ltd office before the end of the week</li> </ul>	<ul style="list-style-type: none"> <li>Participate in appropriate training as required</li> </ul>
<ul style="list-style-type: none"> <li>Undertake purchases and hire agreements as approved by MAL Project Managers, Project Engineers, Field Operations Manager or MAL Dispatch</li> </ul>	<ul style="list-style-type: none"> <li>Daily update of plant and equipment on/off hire to MAL dispatch</li> </ul>

## Key Result Areas - Health, Safety, Environment and Quality

<ul style="list-style-type: none"> <li>Conduct Daily Prestarts on the Projects being Supervised</li> </ul>	<ul style="list-style-type: none"> <li>Manage worksite traffic management</li> </ul>
<ul style="list-style-type: none"> <li>Manage the construction process, ensuring that all HSE requirements are achieved</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all works are carried out in accordance with HSE guidelines</li> </ul>
<ul style="list-style-type: none"> <li>Conduct weekly environmental audits onsite or after rain events through Site App</li> </ul>	<ul style="list-style-type: none"> <li>Maintain clean and hygienic common areas (lunchroom, sea containers and site office)</li> </ul>
<ul style="list-style-type: none"> <li>Manage site risk including undertaking regular site risk assessment inspections to ensure that site risk is managed effectively</li> </ul>	<ul style="list-style-type: none"> <li>Collect and audit operator's 'prestart' checklist sheets and forward same to Mills Albert Services office on a weekly basis</li> </ul>
<ul style="list-style-type: none"> <li>Report theft, damage, injuries, incidents and near hit incidents to HSEQ Manager immediately and provide a written report within 24 hours</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Qualifications, Experience, Skills, Personal attributes & Knowledge

### Qualifications:

- Current full New Zealand Drivers Licence
- ConstructSafe Awareness Training
- First Aid Certificate

### Experience:

- Proven experience within the Civil Construction Industry (Earthworks, Roads and Underground Services)
- Previous experience managing crews and subcontractors with limited supervision

### Skills:

- Well-developed verbal and written communication and interpersonal skills.
- Intermediate survey skills (preferred)
- Ability to interpret and read construction plans.
- Basic computer skills – MS Office Suite (Desirable)
- Well-developed negotiation and problem-solving skills.

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## Qualifications, Experience, Skills, Personal attributes & Knowledge

- Leadership skills
- Well-developed organizational and planning skills

### Knowledge:

- Knowledge and understanding of civil plant and equipment operation methods.
- Knowledge and understand of activities undertaken on site.
- Understanding of relevant OH&S and Environment matters and legislation as applied to the civil construction industry.

## Outcome/Accountability

- Attainment of KPI's