

## Job Description

### Works Supervisor (Concrete focus)

**REPORTS TO:** Contracts Manager

**Overall Job Purpose:**

As Works Supervisor you are responsible for the management of the team and to ensure project work deadlines are met. You will be required to review work performance and issues, with a view to constantly improve your team's efficiency.

**Main Responsibilities and Duties:**

- Review project file brief prior to commencement of work and attend Prestart meetings
- Ensure works are carried out in accordance with site specific requirements and company procedures
- Completion of site paperwork in accordance with site file requirements; ensuring this is signed by the client and returned to Head Office on a weekly basis. Where applicable, the daily allocation sheets and pile installation records to be uploaded to OneNote on a daily basis
- Ensure that our sites operate to the highest standards of appearance (e.g. cleanliness of plant, employees in IK branded clothing, sign boards displayed) and adopt a professional approach when liaising with clients
- Report damage to equipment in a timely manner and in accordance with company procedures
- Ensure all works are delivered to the agreed programmes
- Liaise with Clients as required when on site
- Accompany management on their regular inspections
- Brief all team members on project delivery requirements
- Monitor site team conduct and behaviour and ensure they adhere to PPE requirements and site rules
- Ensure the works or section of works under your control is left safe and secure at the end of each shift
- Ensure all staff are aware of their responsibilities under the Health and Safety at Work Act and ensure all activities are undertaken correctly and safely
- Conduct site inspections, audits and Toolbox Talks
- Provide regular reports and feedback to Contracts Manager regarding project progress, delivery requirements, project issues and conduct of your team
- Ensure all plant is refuelled prior to off hire and collection.
- Ensure trainees are supervised in accordance with their development programme
- Conduct regular reviews with team members regarding their progress
- Support staff in operational duties to ensure project delivery
- Manage and send staff to sites in accordance with the labour requirements
- Prepare and load for next project when and if required
- Flexible approach to oversee more than one project at a time dependent upon workload
- Prepare and submit daily reports to Contracts Manager on site performance
- Prepare and submit weekly reports on staff performance
- Attend end of project performance review with Contracts Manager and discuss lessons learnt
- Responsible for the completion and submission of your site team's timesheets on a weekly basis
- Carry out other duties as and when required

**General Company Responsibilities and Duties:**

- Personal and team adherence to existing working practices, methods and procedures, undertake relevant training and development activities and respond positively to new and alternative systems
- Proactive approach to Health Safety and Environment and co-operate with the Company's HSEQ Manager with relevant Health, Safety and Environment legislation, policies, and processes
- Maintain confidentiality and observe data protection and associated guidelines where appropriate

**Desired Skills, Experience and Qualifications:**

- Good construction knowledge and experience
- CFA knowledge and experience
- CSCS Card
- SSSTS
- First Aid
- Crane Supervisor preferable
- Slinger Signaller
- MEWP

**Hours and Environment:**

7:30am till 6pm. Minimum of 50 hrs per week.

Due to the nature of this role, employees are expected to be co-operative in working outside their normal hours as necessary to cope with varying situations and workloads.

<b>For completion by Role Holder to confirm receipt and acceptance:</b>	
Signed:	
Name:	
Date:	