

JOB DESCRIPTION

JOB TITLE: Site Supervisor

JOB PURPOSE:

The incumbent is required to supervise the construction, remedial works and associated operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS:

- Reports to the Project Lead/designated Manager/Supervisor.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Site Supervision
 - Monitors and controls access to construction site(s) as necessary.
 - Inspects and verifies that all materials delivered to the construction site comply with contractual requirements.
 - Monitors, inspects and ensures workmanship and practices of contractors and/or crews engaged in construction are in accordance with required standards.
 - Conducts on-going site inspections to ensure adherence to all building codes, plans and specifications; takes action as necessary.
 - Witnesses testing and quality control activities to ensure compliance with contract requirements.
 - Monitors cleanliness and general orderliness of construction site.
 - Monitors construction work schedules to ensure they remain 'on schedule'.
 - Prepares and submits detailed reports on any deviations in workmanship, construction activity or schedules together with appropriate recommendations.

- **Project Management Support**
 - Assists the Project Lead in the review and evaluation of plans, specifications and designs submitted by contractors and/or engineers.
 - Assists the Project Lead in verifying the quantum of works completed by each contractor.
 - Monitors and ensures that site activities are in accordance with approved policies and procedures.
 - Participates in project meetings as the Corporation's site representative as required and prepares/ submits reports to seniors within the specified timeframe.
 - Assists in the preparation of Scope of Works, Specifications and Cost Estimates for variations to the work in progress or for developing RFQs/RFPs.

- **Health & Safety**
 - Facilitates site inspection(s) and monitoring for compliance with health and safety regulations, building codes and/or any other relevant regulations.
 - Liaises with the Health and Safety Department to ensure that Health and Safety issues that are reported or observed are adequately actioned by the appropriate contractors within the agreed timeframes.
 - Conducts routine site inspection(s) and advises the Project Lead(s) and/or HSE Department of any deviations to Occupational Safety and Health requirements.

- **Documentation of Records and Reports**
 - Prepares and submits reports on all incidents and/or accidents occurring on the construction site in accordance with standard HSE procedures.
 - Logs all activities of the construction site in the Daily Logbook in accordance with the Corporation's procedures and standards, including:
 - Visitors to the construction site.
 - Daily Weather.
 - Materials delivered to site.
 - Works conducted.
 - Incidents / Accidents.
 - Security related matters.



- Prepares and submits daily/weekly/monthly reports on assigned project(s), utilizing the approved formats and within the agreed time frames.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Associate Degree in related Engineering discipline or Technician's Diploma in Civil Engineering from an accredited academic institution or equivalent qualification in a related discipline;
- Four (4) years in a similar position;
- Certificate in OSH will be an asset; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Knowledge of construction management, building standards, specifications and codes.
- Knowledge of relevant laws, government and statutory regulations.
- Working knowledge of the OSH requirements.
- Project management and organizational skills.
- Ability to read and interpret drawings.
- Ability to prioritise and manage several tasks on project/s.
- Good observation and attention to detail.
- The ability to have sound judgement.
- Problem solving skills and assertiveness.
- Diplomacy and the ability to remain calm under pressure.
- Good persuasion and negotiating skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel and Project).



PHYSICAL REQUIREMENTS:

- You might be based in a temporary office on a building site or at the main offices of the company you work for, but would spend a lot of your time outdoors in all weather conditions.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

