

<b>Job Description</b>	Site Supervisor
<b>Reports To</b>	Contract Managers / Director
<b>Location</b>	Ministry of Justice, Central & East Regions, Sites include Birmingham, Featherstone, Swinfen, Onley, Leicester & Hewell
<b>Job Type</b>	Direct Immediate start Project based & permanently based on site.
<b>Description</b>	General Maintenance, refurbishment and remedial Works
<b>Salary</b>	Negotiable on experience
<b>Purpose of Job</b>	<p>An exciting opportunity to join a growing company, specialising in maintenance and refurbishment contracts.</p> <p>You will form part of a customer focused team to deliver a variety of projects principally in the Birmingham &amp; East Midlands area. We are looking for a Site Trade Supervisor with the ability to co-ordinate and deliver a professional service, preferably with experience of measured term contracts.</p> <p>Essential skills include the ability to forward plan, work within a team environment and react quickly to any unforeseen issues on site, all with an uncompromising approach managing Health and Safety on site.</p>

### Key Areas and Activities

### Management

- Ensuring good communication between all parties.
- Ensuring that all works are carried out with due regard to statutory regulations, current standards and company quality assurance procedures.
- Problem solving site issues as and when they occur.
- Early identification and rectification of any defective works within the contract timescales.
- Managing and effective control of owned and hired plant.
- Working closely with the client Site Management team to ensure that things run smoothly – an effective communicator is essential as the site sits within a high security MOJ Site.
- Ensuring that the site is clean, tidy and maintained to an acceptable level of cleanliness at all times.
- Contributing to our commitment to assist and develop the Client's culture of continuous improvement.

### **Commercial**

- Ensuring good record keeping and working closely with the site team to ensure close control of work packages.
- Personally manage their site activities with due regard to maintaining agreed financial targets.
- Work with the Site team to identify and implement cost/value initiatives that benefit both the project and the Company.

### **Training and Development**

You are required to participate in the Company's Personal Performance Review process and to attend all mandatory development and training courses.

You are also responsible for keeping up to date your own technical, managerial, legislative or market conditions development.

### **Health & Safety**

You are required to abide by the Company's Health and Safety policies and procedures and to undertake such health and safety training as required. Employees also have a legal responsibility to take care of themselves, and any person within the vicinity of the site works who could potentially be affected by our activities. It is up to the employee to understand and adhere to the health and safety arrangements set out by the Company. You must ensure that all company and statutory safety and environmental regulations are adhered to.

Specific to the role is a requirement to: -

- Take ownership of all Health, Safety and Environment duties applicable to the project
- Ensure all employees direct or sub-contract on site fully comply with the Company Health and safety procedures implemented on site.
- Undertake dynamic risk assessments for all site activities.

### **Key experience & requirements**

- Role will involve part working / part supervision
- Carpenter based background preferred , NVQ Level 3 in Carpentry and Joinery
- Experienced with the Construction Industrial essential.
- SMSTS Qualified
- CSCS Gold card
- Enhanced DBS Checked



### **Equality and Diversity**

As an employee of the Company you would be required to abide by and promote/demonstrate a commitment to the principles and operation of the Company's equality and diversity agenda/policies to ensure equality of opportunity and non-discrimination.

You must ensure that all employees are treated equally and fairly in all aspects of the business. You must ensure that all customers internally and externally are treated with due respect.