

JOB DESCRIPTION



Unit : Housing and Village Improvement Programme (HIVP) Sub-Unit
Position : Site Supervisor

<u>JOB DESCRIPTION</u> TEMPORARY POSITION	
JOB TITLE: SITE SUPERVISOR	
JOB SUMMARY: The Site Supervisor is required to monitor the workmanship and quality of work on HIVP construction projects in accordance with the Contract documents and report to the Senior Project Engineer. He / She is required to conduct regular site inspection to ensure compliance with specifications.	
REPORTS TO:	<ul style="list-style-type: none">▪ Reports directly to the Senior Project Engineer.
SUPERVISION GIVEN TO:	-
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">▪ Work closely with project staff in the area of the Planning and Surveying discipline to ensure adherence to contract documents.▪ Assists in the interpretation of drawings and specifications, monitoring and participating in material sampling and testing and records changes in design procedures or site organization, as required.▪ Manages project schedule for assigned sites to ensure timely completion of the project and milestones, and establishes work plan.▪ Assist in managing changes to project scope, including costs, schedule, scope and quality; ensures all changes are documented and approved.▪ Monitors Contractors performance on civil and agricultural infrastructural works.▪ Interface directly with the Contractors and Design and Supervision Consultants, where applicable.▪ Interface directly with representatives of Statutory Authorities such as, WASA, Ministry of Works, Local Health Authority, Fire Services and T&TEC.▪ Reviews all Contract Documents including Drawing Specifications and Bills of Quantities for accuracy.▪ Monitors construction works to ensure compliance with Contract, verifies and records work done on a daily basis.▪ Monitors schedules and report promptly on any deviation or issues encountered in adhering to plans and schedules.▪ Maintains correspondence, files, and site logs and gives instructions to Contractor on behalf of the Senior Project Engineer.▪ Conducts any other related duties as required.	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none">▪ Knowledge of Construction Techniques▪ Knowledge of Basic Health and Safety▪ Knowledge of Materials Technology (Basic)▪ Knowledge of Measurement

SKILLS AND ABILITIES:

- Construction Surveying
- Building Regulations
- Excellent Communication Skills
- Good Problem Solving Skills

MINIMUM EXPERIENCE AND TRAINING:

- Junior Builders Diploma or National Technician Certificate.
- Certified Associate in Project Management (CAPM) will be considered an asset.
- A minimum of three (4) years' supervisory experience in land development and general building and infrastructure works.
- Working knowledge of setting-out site works and materials testing.
- Any equivalent combination of education and experience may be considered.