

JOB DESCRIPTION **SITE SUPERVISOR**

Brief description:

Reporting directly to the Director, the position of Site Supervisor consists of planning, directing and coordinating onsite activities concerned with the construction project.

Roles and responsibilities include:

- Construction of hard and soft works such as paving, cladding, decking, pergolas and awnings, retaining walls, concreting, lighting, irrigation, planting and more
- Plan, organise, and direct onsite activities concerned with the construction project
- Assist the Director with setting project schedules and manage construction team members to ensure deadlines are met
- Provide regular progress updates to the Director, including daily photographs of project status
- Interpret landscape documentation, designs and specifications
- Manage, co-ordinate, train and mentor team of Qualified Landscapers and Apprentices
- Identify and implement time and cost improvements on current operations
- Calculate and order materials through the appropriate suppliers and subcontractors
- Confer with the Director, owners and contractors to discuss and resolve matters such as work procedures, complaints, and construction problems
- Monitor project compliance with building and safety codes, and other regulations
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site
- Work and supervise workers within Occupational Health and Safety policy and procedures to ensure a safe work place.

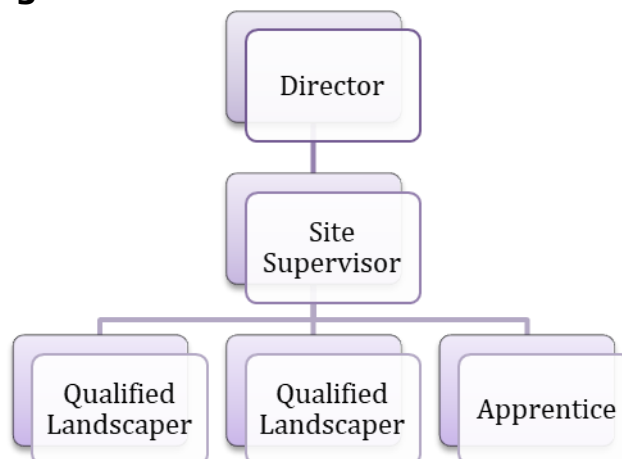
Qualifications and requirements:

- Minimum Certificate III in Landscape Construction or Horticulture and at least 5 years' experience in landscape construction
- The ability to complete landscape construction work to a very high standard
- Ability to motivate, develop and direct people as they work and identify the best people for the job
- Excellent managerial, interpersonal, communication and teamwork skills
- Experience and ability to work with a wide range of stakeholders
- Good written, oral and personal presentation
- Previous experience in Xero and Zoho Projects software is ideal but not essential
- Current drivers licence and reliable vehicle
- Construction industry white card
- Bobcat, medium rigid truck, excavator tickets and licences preferred
- First aid preferred

Core Values (in order of importance):

- Professionalism – punctuality, discipline, good communication, customer service and excellent company representation
- Integrity – honesty, openness, loyalty and trust
- Pride – pride in appearance, work standards, a strong work ethic, cleanliness and organisational skills
- Creativity/Innovation – effective multi-tasking and problem-solving capabilities, ability to think outside the square, an aptitude for generating new ideas and methods
- Cooperation/Fun – being positive and pleasant with others on the job and displaying a good-natured, cooperative attitude to maintain an enjoyable workplace.
- Accountability – Living the company core values, helping other employees to do this, keep others accountable, provide honest reporting to the Director.

Lines of reporting:



Working conditions:

This role is a permanent full-time position. Working hours are 7.00am to 5.00pm Monday to Thursday. Overtime is payable at Award rates.