

JOB DESCRIPTION

Job Holder	
Job Title	Site Supervisor
Reporting to:	

Job Description

- Supervise and carry out site operations and be responsible for yourself and any Crofton Engineering or Sub-Contractor personnel working with you on a customer site: to include ensuring they keep working (safely & effectively), resolve problems and report progress to the designated Site or Project Manager
- Delegated responsibilities from Site Manager

Responsibilities

Site Supervision

- Ensure all work is carried out with regard to the health & safety for yourself, of personnel acting on our behalf, and anyone else who may be affected by our operations on site
- Check all personnel on site, working on our behalf, have the correct PPE and are using it (on a daily basis)
- Attend Customer safety inductions, briefings and meetings as requested by our Site Manager
- Work Safely in accordance with the risk assessment and method statements provided
- Amend risk assessments, method statements and lift plans, if required, gaining appropriate authorisations and ensure any personnel working with the amendments have been briefed and all appropriate records kept
- Ensure site H&S files are kept up to date – adding in plant delivery paperwork and plant inspections, etc.
- Ensure you and everyone you have responsibility for have all necessary information, materials, plant and equipment to complete the task effectively
- Supervise your site teams
- Ensure our Site Manager is given sufficient notice of any issues with deliveries of materials, bolts etc, plant and equipment required to carry out the site work to minimise any down-time.
- Report to our Site Manager any site circumstances that are likely to delay or obstruct our work
- Ensure site work / day work sheets are completed correctly and if necessary, signed by the customer and passed to our Site Manager in a timely manner
- Ensure any work requested by the customer has been sanctioned by our Site or Project Manager
- Keep notes / records of delays, hold ups, problems and additional works and pass information to our Site Manager to facilitate progress and payment of variations
- Ensure all your site work is snag-free before hand-over to the customer

JOB DESCRIPTION

Health & Safety

- Comply with all H&S responsibilities as stated in Crofton Engineering's Safety, Health & Environmental Policy.
- Ensure compliance with the specific H&S requirements of our customers e.g. mandatory glove wearing, and ensure all our site personnel are aware and comply with these
- Ensure compliance with the specific Environmental requirements of our customers e.g. disposal of waste, and ensure all our site personnel are aware and comply with these
- Escalate any H&S concerns to the appropriate person

General

- Develop professional relationships with Customer site team members in order to facilitate and expedite the delivery of our work
- Liaise with and develop good working relationships with all members of staff
- Comply with any reasonable management request

Training Requirements

H&S – Advise on any requirements the team needs

SSSTS, Crane supervisor, RAMS, IPAF, PASMA

CSCS & CE Mark Site Fabrication & Welding (preferred but not essential)

In-house systems – H&S, Environment, Server and filing