

JOB DESCRIPTION – PROJECT SUPERVISOR

As a Project Supervisor you will form a key member of the project delivery team, you will take responsibility for medium to large projects (some of which maybe multi-discipline) from commencement to completion. You be reporting directly to the Project Manager, managing teams of Engineers, communicating with the client/customer, coordinating works onsite, ordering materials and plant through your project manager and ensuring installations are completed to the company, client and industry standards.

Key Responsibilities & Accountabilities:

- ▶ Assisting in the physical installation of works on projects including structured cabling, fibre and voice systems. You may be required from time to time to oversee the installation of multi-disciplined projects including but not limited to the following CCTV, Access Control, TV & IRS, IDS, & Fire Alarm Systems.
- ▶ Managing teams of engineers including multidiscipline operatives and agency/subcontractors onsite planning and delegating tasks, whilst monitoring quality, efficiency and maintaining productivity.
- ▶ Encourage and monitor the efficient use of both plant and materials on site.
- ▶ Reading, understanding, completing and working in line with the detailed scope of works (worksheet), working drawings, cable schedule & schematics, programme of works and client expectations.
- ▶ Take responsibility for the completion of all company documentation in line with company policies and processes.
- ▶ Ensure that all key project information is communicated to all engineering operatives so that they understand the project and associated timescales and program of works.
- ▶ Creating and updating a project dependency list on a daily/weekly basis.
- ▶ Take a proactive approach to the Financial Performance of your projects including achieving budgets, timescales/program of works and maintaining productivity on site.
- ▶ Communicating with the client/contractor in a professional manner
- ▶ Assisting the Projects Manager in the planning of the delivery of materials and plant in line with the programme of works.
- ▶ Assisting the Projects Manager in site meetings in a professional manner with clients and other trades.
- ▶ Assisting the Projects Manager in completing accurate variation costs by providing detailed material and labour requirements to fulfil the works.
- ▶ To assist the Projects Manager in the monitoring and subsequent improvement of all required Health and Safety on site to include:
 - Ensure that you understand the company's health, safety and environment policy and procedures.
 - Ensure that all Risk Assessments, Method Statements, Safe Working Procedures and other safety and environmentally friendly working procedures are reviewed, communicated, understood and signed for by all employees, agency/sub-contractors, visitors and all other parties.
 - Ensure all incidents are reported and properly investigated, including accidents, ill-health, environmental incidents, damage and loss, and promote action to identify immediate and underlying causes.
 - Make Health and Safety observations, identify potential risks and ensure that site rules and other instructions are being complied with through effective supervision and monitoring.

- Perform inspections of places of work and areas of operations in accordance with the Schedule of Inspections and report findings to the relevant person.
- Check that all machinery and plant, including power and hand tools, are maintained in good condition on projects under your supervision.
- Make sure that suitable protective clothing is available, where appropriate, and that it is correctly used and stored.
- Perform Toolbox talks on a regular basis for Health, Safety and Environmental risks that are encountered in the working day and the precautions required, to remind the workers of relevant hazards, risks and control measures for working safely.
- Promote a proactive HSEQ culture by listening to new ways of working or improvements from both management and the workforce and encourage the reporting of hazards and near misses.
- Promote awareness and a positive attitude towards all matters relating to health, safety and the environment.

