

Date: January 2013
Position Title: Construction Supervisor
Reports to: General Manager
Based at: 66 Kalaroo Road, Redhead NSW 2290
Employed as: Full Time Employee

Position Summary

As a supervisor the Director requires this person to be totally committed to work for Accurate Asphalt and Road Repairs and is to be trained in all aspects of stabilising so that they have appropriate knowledge when they direct, advise and instruct the asphaltting crew and to be an asset to the Company.

Key Responsibilities

Supervision

- Responsible for the oversight of the construction crew
- Plan and Coordinate the works each day
- Workplace safety – Ensure coordination of WHS, QA and Environmental systems on the job sites
- Control & Conduct toolbox meetings each day
- Work within standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
- Train and mentor construction team members in new skills etc.

Machines

- Required to operate the following machinery (when necessary)
 - Asphalt Paver
 - Skid Steer Loaders & Profiler
 - Steel Drum / Multi Tyre Rollers
 - Hand Street Sweeper
 - Hand Roller
 - Plate Compactor
 - Concrete Saw

Required to drive any vehicle of the fleet – (Truck or Car)

- Grease machinery – on a daily basis or direct other personnel to do this
- Rake Hand – required to rake asphalt when/if needed
- Shovel Hand – required to shovel asphalt when/if needed
- Diagnose mechanical problems and conduct or coordinate the service, maintenance and breakdowns of all vehicles and equipment on site
- Help with mechanical and maintenance repairs at the workshop – (When & if necessary)

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- Maintain cleanliness standards within the plant and equipment and onsite.
- Maintain, turn off, secure or lock out equipment when not in use.

Jobsite Requirements

- Work with Estimator to determine the specification and calculations of job
- Contact Suppliers in relation to product and delivery sequence
- Mark out Job
- Determine daily the next day requirement of product/parts
- The job role requires travel to locations primarily within the state of NSW and on occasions remote locations.
- Work collaboratively with fellow team members including sub-contractors and suppliers.
- Liaise with Director, General Manager, Staff members and Clients
- Keep records & Control timesheets, incidences, risk assessment & associated paperwork.
- Collate daily job sheet / material order sheets / fuel vouchers to be submitted back to office upon return to base
- Other duties as assigned.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, codes, standards, procedures and specific company instructions or guidelines published related, but not limited to:
 - Safety Management System
 - Equal opportunity

Qualifications, Skills and Experience

- Industry skills and knowledge and experience relevant to the role
- Class 1A & HC licence required to drive heavy vehicles
- RTA Licences required to operate specific machinery
- Work Cover White card – (Construction Induction)
- Traffic Control certificate
- Traffic Control sign placement certificate – (if required)
- Experience in supervision / Team leading – highly developed performance drive
- Basic reading, writing, and arithmetic skills required.
- Advanced skills in the following areas: electrical, mechanical, hydraulic & pneumatic systems.
- Applying analytical & problem solving skills
- Manual dexterity required for operating machinery and computers.

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**Other**

- Self-development and keeping up to date and applying new and revised processes and information.
- Active participation in team meetings.
- Use and maintain PPE as directed.

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