

# SITE SUPERVISOR



Job Holder:

ID Number:

D.O.J:

Location: Central African Republic

Date reviewed: 2017-12-3

Reporting to: Site Engineer

Next review:

## JOB PURPOSE

Site supervisor is responsible for the coordination, implementation, execution, control and completion of assigned projects ensuring consistency with company strategy, commitments and goals. Effectively cultivate good team and group dynamics, demonstrate the technical and practical expertise for successful project completion, and display an ongoing commitment to learning and self-improvement.

## MAIN JOB ACCOUNTABILITIES & EXPECTATIONS

Assist in the development and maintenance of preconstruction, construction, and closeout execution plans.

Assist in reviewing project drawings and specifications to gain a full understanding of project scope, client goals and expectations, and resource requirements for each phase of the project.

Oversee the activities and performance of subcontractors and suppliers to ensure compliance with quality requirements. And Manage client interaction and promote positive relationships.

Monitor project progress to ensure compliance with financial, operational, and/or scheduling requirements.

Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.

Provide a daily report of site conditions including weather, work scope, force levels, and safety issues.

Supervise completion of punch-lists, close-out documentation, and demobilize the job site at the completion of a project.

Any other tasks requested by line Manager.

## RA CORE SKILLS

- Work Ethic
- Communication
- Flexible
- Team Oriented
- Self-Motivated

## PREFERRED QUALIFICATION & EXPERIENCE

Bachelor's degree in Engineering, Construction Management or equivalent combination of technical training and related experience.

Minimum of 5 years of experience in commercial construction site management role.

Have past job assignments in austere and remote project sites.

Proficiency in English and French is a must.