



# Reilly Contractors Job Description

## Site Supervisor

### **Purpose of the Position**

The Site Supervisor is responsible for running their job sites, coordinating site crews, coordinating subcontractors, purchasing/coordinating the purchase of required materials, tracking where their job is time wise, and Project Manager relations.

### **Responsibilities**

Managing job sites/day-to-day operations

### **Main Activities**

- Communicate with PMs/ Crew via phone and/or email:
  - Discuss any questions/concerns about project and provide any feedback.
  - Resolve Conflict
  - Discuss change orders required
  - Assist Project Manager if required with final work through
- Communicate with Reilly Contractor Members
  - Lead/instruct Reilly Contractors employees/ Subcontractors, delegate responsibilities, divide tools each day
  - Track, review, and sign time sheets of employees
  - Schedule labourers
  - Track time sheets of labourers
  - Evaluate employees and provide feedback to Project Manager
  - Ensure team members are wearing Reilly Contractor uniform
  - Ensure team members are coming to work prepared (with tools)
  - Resolve conflict between employees
  - Responsible for safety of team members
  - Ensure hard hats, steel toe boots, safety harness are worn
- Communicate with subcontractors
  - Schedule and coordinate job(s) subcontractors
  - Schedule deliveries
  - Meet with project managers, subcontractors, suppliers, as/if required
  - Order/purchase material for job site
  - On site decision making
  - Time management – deciding who leaves the job site, who picks up material, who assists the supervisor
- Job Schedules
- Responsible for opening and closing job sites each day
  - Doors are locked at the end of each day
  - Work alongside Project Manager to ensure schedules are kept and jobs are being completed on time
  - Ensure you are familiar with scope of work
- Liaise with Fields Service Manager:
  - Responsible for meeting with relevant inspectors on site
  - Responsible for the maintenance of trailers
  - Responsible for the maintenance of trucks



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- Fuel in trucks, air in tires, oil in trucks
- Inform Field Services Manager if major repairs are required
- Responsible for the maintenance of tools
- Inform FSM and PM should major purchases are required

**Must represent Reilly Contractors in a professional and responsible manner at all times.**

### **Knowledge, Skills and Abilities**

#### **Knowledge**

The Site Supervisor must have proficient knowledge in the following areas:

Must be able to act professionally and responsibly with clients, employees, subcontractors and Reilly Contractor management

#### **Skills**

The Site Supervisor must demonstrate the following skills:

- Excellent interpersonal skills
- Excellent communication skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Stress management skills
- Time management skills
- Personal Attributes

The Site Supervisor must maintain strict confidentiality. The Site Supervisor must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics