



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