



## Role profile

Job title	<b>Site Supervisor</b>
Reports to	<b>Sub/Site Agent</b>
Department/Business stream	<b>Southern Region</b>

### Main purpose of the role:

To provide site engineering duties to a number of projects within the region. Establish the level and survey control for contracts and set out detailed works as per the contract drawings ensuring that checks are made on a regular basis.

Key areas	Main duties and responsibilities
Health, Safety and Environment	<ul style="list-style-type: none"> <li>• Promote the Barhale Cardinal Rules and establish safe working cultures and practices</li> <li>• Comply with company procedures and legal obligations</li> <li>• Promote and comply with environmental compliance</li> <li>• Deliver the works safely</li> <li>• Take charge of Near Miss Reporting.</li> <li>• Make sure HSE returns are done monthly.</li> <li>• Brief SOSB and TBT when required.</li> </ul>
Quality	<ul style="list-style-type: none"> <li>• Promote best practice</li> <li>• Comply with company procedures</li> <li>• Ensure work is delivered defect/snag free</li> <li>• Endeavour to spot and highlight value engineering opportunities.</li> </ul>
Site Engineering	<ul style="list-style-type: none"> <li>• Make sure a Qualified Engineer Establishes the level and survey control for contracts.</li> <li>• Make sure a Qualified Engineer Sets out detailed works as per the contract drawings ensuring checks are carried out on a regular basis</li> <li>• Ensure that records are accurate and comply with organisational and legal requirements</li> <li>• Resolve any unexpected technical difficulties and other problems that may arise at any time.</li> <li>• Produce procurement schedules for the jobs and liaise with our procurement department to ensure site have</li> </ul>



	<p>adequate resources to complete the tasks.</p> <ul style="list-style-type: none"> <li>• Produce ITP's and Task Briefings</li> <li>• Produce 2 week look ahead in conjunction with the Site Agent/Site Engineer.</li> <li>• Produce Site Diaries and Allocation Sheets.</li> </ul>
<ul style="list-style-type: none"> <li>• Site Technician Duties</li> </ul>	<p><b>Make Sure following tasks are being done:</b></p> <ul style="list-style-type: none"> <li>• Wages</li> <li>• Drawing Register</li> <li>• LOLER &amp; PUWER</li> <li>• Paperwork and Posters on Walls</li> <li>• Training Records and Courses</li> <li>• Weekly Plant Returns</li> <li>• Photographic Record of Project</li> <li>• Materials Received Sheets &amp; Weekly Site costs Spreadsheet.</li> <li>• Site Delivery Tickets</li> </ul>

### Key measures & targets

- Accurate and timely setting out of the works
- Timely handover of works and Quality records without outstanding defects
- Production of accurate records, drawing registers and weekly diaries

### Key relationships

- Develop good working relationships with site workforce and customer's technical representative

### Person specification

Criteria	Requirement
Knowledge and experience	<ul style="list-style-type: none"> <li>• Previous experience of setting out on civil engineering projects a bonus.</li> <li>• Sound knowledge of construction methods, health and safety, and legal regulations.</li> <li>• Fully conversant with scaling and take offs.</li> </ul>

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	<p>The following knowledge and experience is desirable:</p> <ul style="list-style-type: none"><li>• Experience in using AutoCAD and MS Office.</li><li>• Temporary-works co-ordination</li></ul>
Skills/Qualifications	<ul style="list-style-type: none"><li>• Degree qualified (preferable) in civil engineering or HNC (or equivalent) in civil engineering or relevant recognised 5 year industry experience.</li></ul> <p>The following skills/qualifications are desirable:</p> <ul style="list-style-type: none"><li>• CSCS card.</li><li>• Cable avoidance training.</li><li>• First aid training.</li><li>• NEBOSH or IOSH or 5 day smsts.</li><li>• NRSWA Streetworks.</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Self-driven, results-oriented with a positive outlook.</li></ul>

## How to apply:

[careers@barhale.co.uk](mailto:careers@barhale.co.uk)

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