

	JOB DESCRIPTION	
	Job Title	Demolition Site Supervisor
	Department	N/A
	Line Manager	Contract Manager / Project Manager / Asbestos Operations Manager
	Senior Line Manager	Managing Director

**Key Objectives & Responsibilities**

To carry out and monitor day-to-day operations on site for all matters of Health, Safety, Environmental and Quality in line with the agreed scope of works. Ensure works are carried out as per the pre agreed Method and Methodology as defined within the site specific Risk Assessments and Method Statements and that the company's management systems and processes are understood, fully adhered to and communicated to the site team.

The fundamental objective of this role is the supervision of site operatives and the day-to-day running of the site. In addition, the site supervisor will be proactively involved in supporting his Line Manager throughout the duration of a project.

Key responsibilities include carrying out the described scope of works effectively and efficiently aiding the early identification and notification of contract variances. Ensuring that, where applicable, operatives and sub-contractor operatives are competent and qualified to undertake their work activities correctly. As a supervisor you should make sure that the correct documentation is held on site and is kept up to date throughout the period of each individual contract.

**Key Tasks & Accountabilities**

<b>1</b>	<p><b>Key Tasks</b></p> <ul style="list-style-type: none"> <li>• Organising and running projects in conjunction with their Line Manager. Assessing and recommending work methods where appropriate</li> <li>• Working alongside site and safety staff to ensure projects are running safely and efficiently in accordance with all current legislation/industry best practice and to maximise profitability at all times</li> <li>• To ensure the understanding and application of responsibilities with regard to the company's health, safety, environmental and quality standards</li> <li>• To maintain accurate site diaries detailing site conditions, progress and the resources available to undertake the work activities against agreed programmes</li> <li>• Promote good practice of material sustainability to reduce waste</li> <li>• Plan work activities and resources to meet contract requirements and maintain agreed work programme</li> <li>• Monitoring plant &amp; material deliveries to site to ensure the condition at delivery meets requirements</li> <li>• Ensure all necessary PPE and RPE is issued and worn to complete jobs safely</li> <li>• Allocate and monitor the use of plant equipment or machinery efficiently. Particularly ensuring external plant is utilised effectively. Liaise with the Plant Co-ordinator and Transport Manager at all times</li> <li>• Record and report all defective materials and unsatisfactory quality and/or workmanship standards</li> <li>• Supervision and control of Sub-contactors</li> <li>• To undertake any other appropriate duties under the direction of your Line Managers, commensurate with the role and within your capabilities</li> </ul>
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2	<p><b>Operational Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Accountable for the completion of all tasks</li> <li>• Makes decisions within parameters set by your Line Manager</li> <li>• Proactively delivers any given project, working with all clients and stakeholders to exceed their expectations</li> <li>• Undertakes all designated Supervision effectively to ensure all deadlines are met safely and to maximise profitability</li> <li>• Seeks to maximise efficient working at all times</li> <li>• Records all aspects of additional works and variations to work, as may be requested on any given project</li> <li>• Liaise with all outside agencies and statutory undertakers as may be required</li> <li>• Manage all aspects of any given project in accordance with relevant legislation, best practice and Company standard working procedures</li> </ul>
3	<p><b>People Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate available resources to deal with workload safely and effectively</li> <li>• Communicate instructions clearly and correctly at all times</li> <li>• Responsible for the effectiveness of a team as directed</li> <li>• Act as a coach/mentor – particularly to less experienced staff. Ensure any criticisms are delivered in a constructive and positive manner</li> <li>• Act as a Role Model at all times to your team</li> <li>• Pro-actively and positively promote Health &amp; Safety at all times – this will include regular Tool box &amp; Safety briefings, support our Zero Harm Campaign and Near Miss Reporting</li> <li>• Assist as required in the development and management of your team and their training records. Provide training recommendations when necessary.</li> </ul>

<b>Person Specification</b>	
<b>Job Title</b>	Demolition Site Supervisor
<b>Job Requirements</b>	
<b>Qualifications/ Requirements</b>	<ul style="list-style-type: none"> <li>• CCDO Demolition Supervisor Card or Demolition Experienced Worker (Supervisor) Card (working towards NVQ)</li> <li>• First Aid at work</li> <li>• SEATS or equivalent Environmental Training</li> <li>• Relevant Asbestos Training dependant on role</li> <li>• A full and valid driving licence</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Must have a good knowledge of the Demolition Industry and best practice</li> <li>• Previous Supervisory experience</li> <li>• Knowledge of relevant Health, Safety, Environmental and Quality legislation and guidance</li> <li>• Understanding of operation and maintenance requirements of plant and machinery</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Calm, authoritative, makes decisions within defined limits of authority</li> <li>• Able to assess information, evaluate solutions and devise appropriate course of action</li> <li>• Ability to read, understand and interpret all site documentation</li> <li>• Good communication skills in both verbal and written</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to establish and maintain good working relationships</li> <li>• Self confident, decisive, resilient and able to work under pressure</li> <li>• Communicate effectively &amp; regularly with Senior Management</li> <li>• Value your team and ensure regular clear and correct communication at all times</li> <li>• Be adaptive to change</li> <li>• Be disciplined, approachable, considerate and a role model to your team</li> <li>• To be helpful, innovative, informative to all clients and stakeholders</li> </ul>
<b>Motivation and Expectations</b>	<ul style="list-style-type: none"> <li>• Undertake any other relevant training deemed necessary to enhance performance</li> <li>• Take responsibility for own continuous professional development and have a desire for personal progression and improvement</li> </ul>