JOB DESCRIPTION

| **TITLE** | SITE SUPERVISOR | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Site Supervisor oversees on-site operations for construction projects, ensuring that projects are completed safely, on time, and within budget while maintaining high-quality standards. This role is crucial in managing both day-to-day operational duties and long-term project goals, including troubleshooting, system diagnostics, and coordination of team activities.

An effective Site Supervisor possesses strong leadership skills, excellent problem-solving abilities, and a thorough understanding of construction processes, insurance requirements, and safety regulations.

**Duties and Responsibilities**

Overall Responsibilities:

* Supervise daily on-site activities to ensure compliance with project plans and specifications.
* Coordinate and manage subcontractors, suppliers, and site personnel to ensure efficient operation of the construction site.
* Enforce safety protocols and conduct regular site inspections to maintain a safe work environment.
* Monitor project progress, identify potential issues, and implement corrective actions as needed.
* Communicate effectively with clients, project managers, and other stakeholders to provide updates and address concerns.
* Maintain accurate records of site activities, including daily logs, material usage, and labour hours.
* Ensure adherence to local building codes and regulations.
* Assist in resolving any on-site disputes or conflicts promptly.
* Perform additional related duties as assigned.

**Key Qualifications**

* X years of experience in construction supervision or a related field.
* Proven track record of managing construction projects from inception to completion.
* Comprehensive knowledge of construction methods, materials, and legal regulations.
* Certification in construction safety (e.g., OSHA) is an asset.
* Proficiency in project management software and tools.
* Required to travel to client sites; valid driver's license required.

**Core Competencies**

* Strong leadership and team management skills.
* Excellent communication and interpersonal abilities.
* Detail-oriented with strong organizational skills.
* Ability to handle multiple tasks and prioritize effectively.
* Problem-solving mindset with the ability to make sound decisions under pressure.

**Working Conditions**

* Work schedule is [insert time and days, e.g., 9:00 AM to 5:00 PM Mondays through Fridays}
* Primarily on-site work with exposure to varying weather conditions.
* May require working extended hours, including evenings and weekends, to meet project deadlines.
* Physical demands include standing, walking, and lifting materials up to [XX] pounds as necessary.
* Use of personal protective equipment (PPE) is mandatory on-site.