

## Job Role – Civil Engineering/Groundworks Supervisor

### Details

Full Time Permanent: 5 Days/Week

Normal Hours: 8.00am–4.30pm

Wages: depending on experience

### Job Description

To assist Contract Manager on tasks related to work in progress on site. To maintain control of labour, materials, equipment and sub-contractors on site by ensuring the application of all policies and procedures at Adamson Construction.

### Primary responsibilities will include

- Ensure correct setup and organisation of site
- Ensure that Risk Assessments are carried out daily and all SHE requirements are undertaken to maintain a consistent, safe delivery of service. All documentation required on site to be readily available and kept up to date
- Communicate the essential information in any risk assessments, method statements and other H&S documents and conduct tool box talks with all team members to ensure they understand the hazards and risks associated with the task and they are familiar with the H&S policies and procedures applicable
- Ensure that equipment, materials and site arrangements are ready at the beginning of the day. They may be required to start early to organise this
- Develop relationships with client managers, representatives and site engineers
- Assist Project Manager to ensure adequate planning of new jobs to prevent delays and allow jobs to start on time and that all H&S and Environmental issues have been considered and addressed
- When required, assist the Project Manager to ensure materials and equipment are available and ready for use as required and necessary for job to commence
- Inform Project Manager promptly of need for extra labour or materials

### Experience

- Streetworks experience
- CPCS Excavator Licence
- Experience of working on Civil Engineering Projects
- Experience of Site Supervision
- Groundworks including utilities excavation and reinstatement