

JOB DESCRIPTION – SITE SUPERVISOR

Reporting to	Company Director / Project Manager
Purpose of the position	Site set-up including site records, receiving plant and materials, implementing Health and Safety Regulations.
Key Contacts	Project Manager / Director
Hours	40 hours per week or as defined in the Employment Contract
Essential criteria	<ul style="list-style-type: none"> - Management experience - Ability to supervise and work well in a team - Ability to work on own initiative - Careful planning to achieve accurate and timely results - Attention to detail - Experience of manual labour and / or landscaping work - Must be willing to travel within the UK as required
Preferred criteria	<ul style="list-style-type: none"> - Interest in conservation and the environment - Site Supervisor Safety Training Scheme (SSSTS) - CSCS Card holder - CPCS card holder for excavator and dumper driving - Experience of mitigation projects
Behaviours required	<ul style="list-style-type: none"> - Teamwork – to work co-operatively and positively with all employees at JPR Environmental - Customer focused - Being motivated to work effectively and efficiently and seek guidance as necessary - Personal conduct – to work professionally and with the best interests of the company in mind - Excellent time-keeping
Key performance indicators	<ul style="list-style-type: none"> - Comply with business processes, work practices and standards

Company Background

JPR Environmental has been operating since 2000. The Company undertakes a variety of contracts for the private and public sector. These include reedbed construction, tree planting, fencing, wildlife mitigation on development sites and pond construction. The Company also specialises in the supply of willow for a variety of landscaping, sculptural and craft use.

The Company is based in Standish, Gloucestershire and regularly undertakes work involving travel around the country.

TASKS AND RESPONSIBILITIES

Site Supervision

- Display a positive attitude and be an active, hands-on member of the team.
- Supervise staff and subcontractors and undertake practical hard & soft landscaping tasks.
- Assist in the setup of projects with, for example, the sourcing of materials.
- JPR's point of contact onsite for the client when required and to ensure that all JPR staff maintain the Company's reputation for quality and effectiveness.
- Adhere to human resource policies as required by law.
- Advise the Company on training needs for yourself and your work team and assist with providing training if asked.
- Helping to ensure projects run to schedule and on budget.

Health and Safety

- Manage Health and Safety onsite including assisting with the preparation of RAMS and conducting regular site safety checks.
- Ensure site inductions are adequate and that your team has read, understood and signed any appropriate documentation such as risk assessments.
- Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment including welfare facilities.
- Put into practice your duties imposed by the Company's Health and Safety Policy and:
 - Supervise your work team to ensure their and your safety.
 - Ensure that work equipment is in good condition, inspected and used correctly.
 - Ensure correct PPE is provided, correctly worn/used and replaced when defective.
 - Report anything that you feel is unsafe and help to ensure an effective two-way consultation and communication on matters of health and safety.
 - Understand the accident reporting procedure and how to initiate a report. Report accidents and near misses and co-operate with investigations.
 - Ensure first-aid kits are available, maintained and your work team understand where to obtain first-aid treatment.
 - Recognise and report on situations where you think that there is a need for health surveillance including monitoring people on prescription drugs.
 - Ensure hearing protection is worn as appropriate.
 - Explain vibration exposure monitoring to at-risk workers as appropriate.
 - Understand the contents of hazard data sheets and COSHH assessments prior to work and explain control measures to the work team.
 - Maintain a means of preventing the accumulation of flammable waste material and check that additional fire risks are reported.
 - Explain the official Health & Safety Law poster or a copy of the official leaflet or card to your work team

Health and Safety cont/d..

- Ensure your manager has informed you of the arrangements for environmental management including for:
 - Oil storage and refuelling
 - Emergency spill procedure
 - Noise and vibration (working hours, screening and so on)
 - Water discharges
 - Protection of sensitive areas (trees, vegetation, wildlife and so on)
 - Waste disposal (skips, waste carriers and so on)
- Ensure your workforce understand the environmental risks and the arrangements to control them.
- Adhere to Company Policies and Procedures including Quality and Environmental Policies and comply with any legal and environmental aspects relevant to the Company.
- Identify improvement opportunities and take an active interest in quality and performance issues.

Equipment

- Ensure that inspections and tests are carried out and recorded such as equipment pre-use check sheets. Check that hired in plant and equipment have current examination/test certificates.

Training will be provided for any aspects of the work as necessary.

The job holder will be required to carry out any other duties that are within their skills and abilities whenever reasonably instructed.

Whilst the job description is detailed, it is not exhaustive. The job description will not form part of your contract of employment. More details on terms and conditions can be found in the Employment Contract for individual employees and in the Staff Handbook.

November 2017