# SITE SUPERVISOR

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Site Supervisor |
| Job Type: | Permanent full-time |
| Hours of Work: | 38 hours per week, Monday to Friday. |
| Reports to: | Office Manager |
| Award: |  |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Effectively communicate with trades employees to ensure a * clear understanding of the task at hand is provided. * Organise, plan and manage projects. * Resolve team issues and develop/train direct reports. * Ability to influence and work with a large number of * sub-contractors and internal staff. * Lead team to deliver on the objectives of the site project. * Plan, program, monitor, supervise, control and evaluate the * daily site activities. * Supervise high level safety awareness. * Ensure the project milestones are met within the costs * allocated and time. * Ensure OHS procedures are observed, practiced and * provide report on incidences/accidents. * Actively participate in the Annual Performance Review. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Current First Aid Level 2 certificate |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Excellent written and verbal communication skill |

Employee Signature: Date:

Employer Signature: Date: