

POSITION TITLE: Site Supervisor

BUSINESS UNIT: Projects

POSITION REPORTS TO: Head of Production

REPORTS TO THIS POSITION: Nil direct reports. Dotted line relationships may exist

INTERNAL: Project Manager, Project Engineer, Commissioning Engineer, Fabrication Team, QHSE Manager

RELATIONSHIPS

EXTERNAL: Employee representative bodies, Contractors, Sub-Contractors, Consultants, Site Representatives

POSITION PURPOSE

The Site Supervisor has full responsibility for all site-based construction tasks including, but not limited to construction planning, sub-contractor management, scheduling, resourcing, punch list and closeout of assigned construction activities and site commissioning coordination. The Site Supervisor will attend Burton workshop and on site Fly in Fly Out (FIFO) basis during the construction/installation phase and will also manage site-based client relationships in order to ensure excellence of service and achievement of client expectations.

The fundamental focus of this position is the pre-construction activities and establishment of the assigned construction tasks within Osmoflo projects, in accordance with the budget while ensuring that quality is not compromised.

Function	Task description
Safety and Quality Management	<ul style="list-style-type: none"> Complies with the highest level of health, safety and zero accident during all stages of project execution; Pro-active with safety groups and subcontractors to promote safe and hazardous free work within the designated area. Inspects work in progress to ensure conformity with QA/QC specifications and requirements, Industry Codes, Standards and Procedures Provides technical advice to resolve Quality or Safety problems. Work with the Project Manager and/or QSE Manager to develop, implement and continuously improve appropriate policies and procedures for construction, site installation and site commissioning as appropriate. Reporting of safety metrics, non-conformances and actions to the client.
Cost & Resource Planning and Management	<ul style="list-style-type: none"> Cost forecasting and reporting for all construction/installation activities for the Project Ability to establish and manage construction sub-contracts Competent in the management of multi-disciplinary site work (civil, structural, mechanical and electrical) Resource planning for team of site supervisors (internal or external) and commissioning engineers (internal and external) Direct and supervise all involved site personnel and subcontractors to sustain work efficiency and productivity until the completion of the project.

Function	Task description
	<ul style="list-style-type: none"> Track and manage budgeted, actual and anticipated construction costs as they relate to committed contracts. Liaise closely with Project Manager and Project Engineers as appropriate. Take the lead in estimating, finalizing and managing cash flow for site activities.
Construction Planning and Management	<ul style="list-style-type: none"> Preparation of construction & site installation management plans Ensure that all construction, site installation and site commissioning activities within Projects are well planned and coordinated Utilise all available resources in coordination with other functional Managers Advise the Project Manager in the procurement and delivery of required tools and materials in order to conform to the workloads, plans and schedules. Appoint and attentively manage all site subcontractors. Review and provide activity reports from Site, and work with Project Manager to correct budget or schedule issues. Oversee construction site to ensure follow through on all governmental and/or permit requirements. In conjunction with the Project Manager and Project Scheduler to create, monitor and pro-actively manage construction schedules. Attend and participate in all project planning and coordination meetings where required. Provide verbal and/or written communication with project team, Finance team and all other corporate staff as necessary.
Communication, Consultation & Collaboration	<ul style="list-style-type: none"> In consultation with Project Manager and Project Engineer as appropriate, develop client relationship and manage all client communication related to site construction activities Ensure regular and accurate progress reporting to all key stakeholders Provide regular verbal and/or written communication to key stakeholders and on pre-construction and construction objectives and status. As the company's local representative on site, the responsibility for monitoring and reporting any local publicity or community feedback (+/-ve) is essential.
Staff Leadership and Communication	<ul style="list-style-type: none"> Perform department on-boarding and induction relevant to procedures, guidelines, policies, etc. Support, assist and mentor staff with skills training programs (if required), with the aim of increasing staff skills and development
Continuous Improvement	<ul style="list-style-type: none"> Contribute to a culture of innovation, by creating and seeking ways to develop innovative solutions which aid business growth. Participate in continuous improvement activities and programs across the organisation, in particular Lessons Learned and opportunities for improvement to ensure past project learnings are used. Working with others in the business, initiate and develop new ideas, contribute to continuous improvement initiatives aimed at QHSE, other internal processes, development and implementation of new ideas (processes, products, services), and improvement of Osmoflo's competitiveness and overall market recognition.



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	<ul style="list-style-type: none">Assist in the review of work processes and procedures and streamline them to assist with routine workflow.

POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
Training / Qualifications	<ul style="list-style-type: none">Qualification in Mechanical Engineering, Civil Engineering, Project Management or sufficient on the job training and relevant experience.	AIPM accredited
Experience / Knowledge	<ul style="list-style-type: none">Minimum 7 years industrial, mining, commercial construction experience.Experience of water treatment plants preferred (not essential)Project Management in a mining/construction environmentKnowledge of civil and structural codes and other associated codes used in the projectHas been responsible for construction projects in excess of \$5 million.Excellent technical background and skills in industrial environment.Able to control a contracting / sub-contracting workforce in a dynamic situation.Understanding of other disciplines such as Electrical, Mechanical, Pipework, Instrumentation and ElectronicsPossess understanding and experience of construction standards and practices;Able to solve complex problems associated with the management of costs and schedules.Able to manage contractors and resources and delegate tasks to.	<ul style="list-style-type: none">Experience of water treatment plants preferredMinimum 4 years as Site Supervisor, preferably in an Australian mining environment.
Skills / Abilities	<ul style="list-style-type: none">Construction Management skills,Motivation and strong leadership;	



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POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
	<ul style="list-style-type: none">▪ Ability to encourage staff and other work groups to work as a team;▪ Negotiation and influencing skills, innovative, creative thinker, flexible and excellent organizer.▪ Excellent oral & written communication and interpersonal skills.▪ Construction document handling and administration.▪ Organising and managing cost estimating, bidding and scheduling procedures.▪ Documenting and assessing field conditions▪ Tracking and managing job costs and implementing steps to maximize profit.▪ Attention to detail and quality.▪ Ability to prioritize multiple tasks	
Licenses	<ul style="list-style-type: none">▪ SA Class C Drivers Licence	<ul style="list-style-type: none">▪

HEALTH, SAFETY, ENVIRONMENT AND QUALITY

Managers and Supervisors

Managers have a responsibility in their areas of control to ensure:

- Risks to people, property, the environment, products, and business reputation are identified and effectively controlled.
- Promotion of a risk aware culture in through:
 - Engaging in positive and proactive risk discussions with the workforce and our customers
 - Effective consultation, communication, and collaboration
 - Leading by example
 - Participation in the audit, inspection, and observation programs
 - Follow up and provide feedback on reported incidents, hazards, near misses, quality issues and suggestions for improvement.
- The workforce is competent for the tasks they undertake.
- Implementation of and compliance with the Osmoflo Integrated Management Systems policies and procedures
- Reporting and investigation of incidents, near misses, hazards, and non-conformances
- Monitor Performance and continuously improve processes, the work environment, and systems.
- Manage accountability fairly and justly.

All Employees (and Casuals/Contractors)

Everyone has the responsibility to protect their own safety and that of others, ensure the environment is not harmed, and that quality is maintained in our products and services.

Employees have responsibilities to:

- **O**bserve your tasks and environment:
 - Always be cautious, and understand the environment you are working in.
- **S**pot Hazards:
 - Identify the hazards in every task you do, and the work environment you are in.
 - If you see someone else doing something that may not be safe, discuss the hazards with them.
- **M**inimise risks:
 - Make sure you have the right tools and equipment.
 - Make sure you are competent for the tasks.
 - Make sure the risks are controlled before you start work.
- **O**bey rules, reasonable instructions, and procedures – comply with:
 - The Osmoflo Essential Rules for Life and Code of Conduct
 - Procedures, work instructions as they apply to your job.
 - Instructions provided to you by your supervisor or manager.
- **S**peak up if you are unsure:
 - You have the authority to stop work and escalate concerns to your supervisor if you believe a task is not safe, or if you see others working or behaving unsafely.
- **I**ncidents, near misses, hazards and quality issues must be reported:
 - Report any incidents, hazards, and quality issues to your supervisor
 - Participate in investigations as required.
- **S**uggest improvements:
 - If you think things can be improved to make things safer, more environmentally sound, or improve product quality, discuss with your supervisor, and raise an opportunity for improvement.

CORE VALUES

Agile

- We design and build solutions that are 'fit for purpose' going beyond our customers' expectations.
- We work in partnership with our customers actively seeking to understand their business and views; we anticipate and respond to their needs by providing tailored solutions that contribute to our mutual business success.
- We keep the big picture in mind balancing our customer and commercial needs.
- We are entrepreneurs, tackling new challenges, seeking out problems, finding ways to solve them and connecting our customers to all parts of our business.

Innovative

- We have a thirst for knowledge and support each other by openly and willingly seeking and sharing information and ideas across the business to create solutions and solve problems.
- We are creative and imaginative; we respond positively to new ideas and are prepared to move outside our comfort zones and take calculated risks.



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- We use every project and assignment as an opportunity to learn something new and we actively invite constructive criticism on every area of the business to generate new ideas and creative approaches to our challenges.
- We learn from our mistakes, we don't blame, we actively encourage issues to be raised before problems arise.

Team-Oriented

- We treat one another with respect and communicate openly – creating value by working together within and across our businesses.
- We recognise that our strength and our competitive advantage is – and always will be – our people working together.
- We foster collaboration while maintaining individual accountability. We encourage the best ideas to surface from anywhere within the organisation. We appreciate the value of multiple perspectives and diverse expertise.
- We will continually learn and share ideas and knowledge. We will encourage cooperative efforts at every level and across all activities in our company.
- We are supportive of each other's efforts, loyal to one another, and care for each other both personally and professionally.

Committed

- We push ourselves and others to excel – we never walk away from a challenge or a difficult situation – we consistently complete our tasks and meet our deadlines.
- We understand what we need to do; we clearly define our objectives, prioritise our work and evaluate our progress to ensure we achieve our goals.
- We employ the right people who understand their roles, ask for and act on feedback from others and constantly re-evaluate their own skills and capabilities in order to progress their career goals.
- We have strong leadership who model our values, walk the talk, lead by example and recognise and reward the right behaviours.
- We are a high performing workforce – a team – communicating, listening and supporting one another.

Quality-Driven

- We give value for money with appropriate solutions to meet and exceed our customers' expectations; minimising waste with efficient planning.
- As we grow and expand, we work to achieve a consistent approach, regularly reviewing completed tasks and projects to identify opportunities to improve.
- We think outside the scope of our own roles – working together to deliver high quality products and services to levels required by our customers.
- We understand what 'high quality' products and services mean for our customers and we work to achieve agreed expectations.

ACKNOWLEDGEMENT

- This position description represents the position as it is at present and is not intended to be an exhaustive list of all duties or responsibilities associated with the position.
- Osmoflo reserves the right to make changes to the content of this position description, including but not limited to duties, responsibilities and requirements of the role as circumstances and operational requirements dictate.



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I have read, understand and agree to perform the duties set out in this position description:

Name

Signature

Date