

JOB DESCRIPTION

Job Title:	Structural Timber Install Supervisor
Reporting To:	Installation Manager
Key Relationships:	Project Managers Workshop Manager Site staff

Job Purpose

To support the Installation Manager to deliver a number of timber structure installation projects from prestart to completion, in line with the Company's vision and ethos.

Key Result Areas (KRAs)

KRA 1 Site Supervision

- Deliver project to contract specification following installation information and drawings precisely
- Contribute to the development of bespoke build plans and installation techniques for specific projects
- Provide specialist installation advice and lead installation teams on site
- Ensure material is used efficiently and without unnecessary wastage following company processes and procedures
- Establish good communication with fabrication team to ensure a full understanding of the needs and requirements of the install process
- Ensure on site Health, Safety, Quality, and environment standards are met
- Working closely with management to ensure time scales met, specifically communicating with Install Manager on set project milestones and deadlines, projecting forward on site progress and raising any possibilities of snagging in due time
- Ensuring all staff on site are managed and trained correctly
- Reporting of all on site accident, Health and Safety Issues, Changes in project, any delays, attendance, and all other reporting required in line with the project

KRA 2 Operations

- RAMS – follow mitigations in Risk Assessment, assist in improving safety strategies
- Electrical safety, fire safety and general safety
- To review job performance to continually improve effectiveness and efficiency
- To assist with administering and recording training programmes, probationary reviews, appraisals, disciplinary process and holiday schedules for direct reports
- To ensure that at all times statutory provisions are complied with, and that wherever possible other Directives and Regulations, and best practice guidelines are followed
- To ensure that materials are kept tidy, accessible and in good condition

- To take responsibility for self-development and ensure own training is current
- Ensure all Project administration is completed accurately and in a timely manner

KRA 3 Site Health & Safety

- Ensure all site staff complete their induction prior to starting on site
- Arrange for minimum First Aid coverage on site
- Reporting accidents correctly

KRA 4 General Health & Safety

- To assist the Company in meeting their Health and Safety obligations.
- Due diligence for your and your colleagues' safety.