

Amalga Limited

Job Description and Person Specification

Part 1: Job Description

Job Title:	Site Supervisor
Pay Rate:	Dependent upon experience and qualifications
Location:	Positions at Heathrow and Gatwick Airports
Working Hours	Day and night shifts available
Closing Date:	Open
<p>Job Summary</p> <p>Reporting directly to a Section Manager, Amalga Supervisors work as part of our Operations Management Team and provide a range of responsive services to satisfy our customer's needs on prestigious construction projects. Supervisors typically oversee and direct the work of a dedicated team of directly employed staff as well as undertaking hands on works themselves. Amalga prides itself on satisfying customer requirements and maintaining extremely high standards for Health & Safety and quality of service, and expects its Supervisors to embody this culture.</p>	
<p>Key duties and responsibilities</p> <p><i>Supervision</i></p> <ul style="list-style-type: none"> • Supervise and direct a variety of site works including site logistics, soft strip, erection of hoardings, or other duties as directed by your Manager • Take full responsibility for staff under jurisdiction • Deal with and resolve technical and staff issues as they arise • Formally report progress, problems and issues to Management • Undertake works as well as supervising them <p><i>Health & Safety</i></p> <ul style="list-style-type: none"> • Ensure compliance with Method Statements and Risk Assessments and that they are read and understood by individual staff before a task is undertaken • Ensure a clean and tidy site at all times • Understand, practice and ensure compliance with Health & Safety standards on Site. • Ensure PPE is safe and in good working condition and PPE registers are signed daily • Undertake toolbox talks • Ensure that tools and machinery aren't used for longer than is necessary or allowable and necessary registers are completed 	

Amalga Limited

Job Description and Person Specification

Additional Duties

- Ensure that company rules and protocols are adhered to
- Attend site/company meetings as required
- Input into continual improvement programmes and quality circles
- Liaise with managers, customers, contractors, suppliers and others to discuss and resolve matters such as work procedures, problems and solutions
- Other supervisory, Health & Safety related and hands on tasks as required

Part 2: Person Specification

Qualifications

The following are essential:

- First Aid Certificate (four day)
- Successful applicants must hold a CSCS card

The following are preferable, but not essential:

- A supervisory qualification (e.g.)
 - Training for Supervisors
 - NVQ in Site Supervision
 - IOSHH

Experience, Skills and Knowledge

The following are essential:

- Previous supervisory experience
- Experience of general site support or similar work
- Understanding of construction site methods and processes
- Good awareness of Health & Safety issues
- Good organisational skills
- Good communication and interpersonal skills
- Current, clean UK driving licence

The following are preferable, but not essential:

- Experience of working within the airport environment

Amalga Limited

Job Description and Person Specification

Disposition

The following are essential:

- A professional attitude and approach to work
- Committed to on site Health & Safety
- Keen focus on satisfying customer requirements and on delivering a quality product and service
- Able to work to deadlines
- Ability to work effectively as an individual and within a team
- Reliable and punctual
- Commitment to own professional development

Referencing

The following are essential for the purpose of applicants attaining security clearance to work in restricted areas:

- Valid passport or photo driving licence with counterpart as proof of identification
- Verifiable five year work history to include employment, unemployment, self employment and scholastic periods
- Have an unspent criminal record that is deemed to restrict your employment within an airport. Please note that not all convictions would prohibit you from working at an airport, so please apply if you are unsure.