

Job Description: Site Supervisor

Reporting To: GM Projects

Qualification: Graduate in any discipline

Experience: 5 – 7 years

Industry Specifications: Real Estate

Essential Requirement:

- Etiquettes and people management skills
- Ability to solve problems, take initiative and plan the tasks
- Flexibility with time to work extra hours when the project requires
- Ability to work in a team with high people orientation

Responsibilities:

- To assist Site Engineer in his work.
- To get the site work done in time with proper Quality and timely finish of work.
- Co-ordinate with different agencies & Project coordinator to get the work moving (Details of drawings).
- To insist the contractor to execute the work as per directions given by engineer in charge.
- To check and maintain cohesiveness of concrete mix and consistency of mortar as per specifications.
- To keep information of goods received & use GATE-PASS for sending material rejected by informing the management.
- To check the room dimensions at the time of slab shuttering and at the time of layout brick/block work at all floor level.
- Arrange proper stacking of materials received at site and to keep record of the same.
- To ensure that rejected material by QC staff is not unloaded at the Site.
- To ensure safety & security of all Men and Material at his sites at all times.
- To execute works as per approved Checklist and Work orders.
- To document all the work done.
- To ensure true & proper measurements of all works executed at site.
- Checking of materials received on site.
- Work out quantity & submit daily report of site.

- Take safety Measures related to work activity.
- Get the work done from Juniors & Maintain total discipline on site.
- Keep daily labour report
- To control contractors consumption of materials and labour.
- To check and maintain quality of work during the progress of work.
- To implement safety & security guidelines at all times.
- To ensure contractors material is functional or not.
- To ensure material issue slips before handing over material to contractor
- To ensure proper shifting of material at required place.
- To mark center line of columns on “Side Rail” as well as at all levels.
- To check the quality and quantity of form work brought by the civil contractor.
- Use & upgrade the knowledge on use of modern technique related to work & be open to accept the same.