

Project Supervisor

Selection criteria include:

Academic/Technical Qualifications

- Certificate or above in Horticulture/Project Management, leadership, OH&S, Civil Construction, White Card

Knowledge and Experience

- Previous landscape construction supervisory experience – min 5 years previous experience
- Strong landscape construction knowledge base over a number of trades
- Competent in interpreting drawings
- Strong understanding of Quality, Environment, Safety Management Systems

Technology Experience

- Intermediate knowledge of common software solutions & Apps

Traits

- Able to identify problems early and find solutions
- Results-focused
- Able to delegate staff, contractors, and visitors

Communication Skills

- Communicates clearly, professionally, and confident in written and oral forms to staff/subcontractors/suppliers/superintendent
- A committed and result-driven attitude to work as well as a high ethical and professional standard

Unquestionable commitment to:

- Confidentiality and professionalism
- Targets and systems
- Achieving Ausland's objectives and vision

Job Responsibilities (*include but are not limited to*):

1. Maintain the daily performance goals by effective leadership of workers and subcontractors
2. Bring your allocated construction projects to practical completion on time, on budgeted hours and with client satisfying quality
3. Ensure that work activities are sequenced correctly and that uniform methods/systems and safe work procedures are adhered to
4. Communicate required resources clearly and daily (materials, plant & equipment, staff, contractors and maintenance division)
5. Validate work performed by Ausland construction workers, Trades Assistants and Apprentices
6. Ensure that each delivery of goods is being physically checked for quality and quantity
7. Storing materials efficiently and securely to minimise double handling and theft
8. Order materials and contractors in a timely fashion to not cause project delays
9. Track material supply (MRS) on a daily basis.
10. Research suppliers and share with peers

11. Evaluate the quality of work being done & discuss any shortcomings with concerned parties
12. Manage & locate sub-contractors
13. Conducting inspections at critical phases and hold points
14. Liaise with management regarding the progress of the project
15. Collaborate with staff and contractors if they have any input to assist in completing the task's more efficiently and safer
16. Complete progress reports as per schedule or as directed
17. Operate above the line at all times, Ownership, accountability, responsibility
18. Update job knowledge by tracking and understanding emerging construction practices and standards
19. Ensure that site and all facilities, including worker's amenities are kept clean, orderly and hygienic at all times
20. Ensure that the site is secured and safe at the completion of each work day
21. Ensure the correct licences are held for each person on site who is operating equipment that needs a licence
22. Ensure that equipment used on site is in a safe operating condition and all checks have been done including your vehicle (Google Drive, hire shop)
23. Knows the site safety plan, SMP, EMP, TMP and ensures it is enforced on site
24. Keep accurate records of who is present on the site and complete inductions as necessary
25. Provides appropriate site training to all employees, apprentices, contractors and visitors paying specific attention to young and /or inexperienced workers
26. Ensure contractors follow site rules and have appropriate Safe Work Method Statements (SWMS) for high risk construction work, suitable for the site
27. Talk regularly with contractors and their crews about safety on site (during walk arounds, tool box talks, safety meetings)
28. Ensure that Personal Protective Equipment (PPE) are worn as required by WHS legislation, industry standards and company policies
29. Be familiar with emergency procedures, the locations of First Aid equipment and Fire extinguishers and first aid officers
30. Conduct regular Risk & Hazard inspections, fix hazards or, if you can't, promptly raise the issue to the next level
31. Ensures that all other Safe Workplace Procedures and related company policies are followed at all times
32. Ensure TMP is adhered to at all times
33. Any other job-related tasks as directed by management

If this sounds like a career for you, please apply with your CV to diana@ausland.com.au. You must have full working rights in Australia to be considered for this role. Please note that only shortlisted candidates will be contacted.