

Doc No: PD-06

REV No: 01

REV Date: 28/09/2019

Position Title	Projects / Site Supervisor	Work Status	Full Time, permanent Wages based
Reports to	Project Manager	Workgroup	Projects

### Primary Purpose of the role

Supervising and coordination of projects from tendering to completion, ensure a high-quality product is completed safely, on time and on budget.

Principle Accountabilities	
<p><b>Project Coordination</b> Key Measures:</p> <ul style="list-style-type: none"> <li>• <i>Delivery of projects safely, on time and to budget.</i></li> <li>• <i>Provide a high level of customer service, where problems are solved quickly and to customer expectations.</i></li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Manage site installations, in line with agreed contract.</li> <li>• Liaise with clients on manufacturing &amp; installation works, to understanding their requirements and problem solving, etc...</li> <li>• Provide quotations, estimations, and site measurements.</li> <li>• Ordering materials, organising laser cutting or any work that needs to be sub contracted out.</li> <li>• Assist with manufacturing and installation of project when required.</li> <li>• Check QA of progressing and completed job.</li> <li>• Drafting as required.</li> <li>• Resource allocation, coordination and management in conjunction with the Operations and Manufacturing Manager, (both internal and external/third party providers).</li> <li>• Development and review of project plans to monitor and track progress, (i.e.: MS Project).</li> <li>• Make changes to project scope, plan and budget, as required, in consultation with client and the General and /or Projects Manager.</li> <li>• Actively participate in post project reviews</li> <li>• Assume duties of Projects Manager in absentia.</li> </ul>
<p><b>People Supervision</b> Key Measures:</p> <ul style="list-style-type: none"> <li>• <i>Workshop KPI's are met.</i></li> <li>• <i>Performance issues are managed in a timely and professional manner.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Distributing work, ensuring right people/skills are right for the task</li> <li>• Supervision of Leading Hands, Tradespeople, Apprentices and Sub-Contractors when required.</li> <li>• Ensuring people have the right tools to complete their tasks.</li> <li>• Escalation point for Leading Hands and tradespeople to raise any manufacturing, site and installation concerns or issues.</li> </ul>

### General

- Constructively work with other parts of the business to deliver strategic plans and to meet our on-going business performance and quality objectives.
- Maintaining strong working relationships with clients, third party providers/suppliers and RMR Engineering employees.
- Lookup emails/tenders.
- Work in a safe manner, reporting any safety concerns or issues. Setting the expectations of the business.
- Use of business processes, (Ostendo, job/sales, handover forms, SWMS's, JSA's for example).
- Promoting, managing & enforcing RMR golden rules (i.e. Daily timesheets, uniforms clean, neat, tidy & shirts tucked in at all times, hearing protections worn at all times in the workshop, on-site where applicable, PPE worn where applicable, 15-min morning break & 30-min lunch breaks, clean work areas, and daily clean up's etc.....
- Promoting environmental sustainability.
- Escalate issues to senior management where decisions may have an impact on the business (+ / -).
- Actively attend and participate in staff meetings as required.
- All other duties as required.

### Skills and Attributes

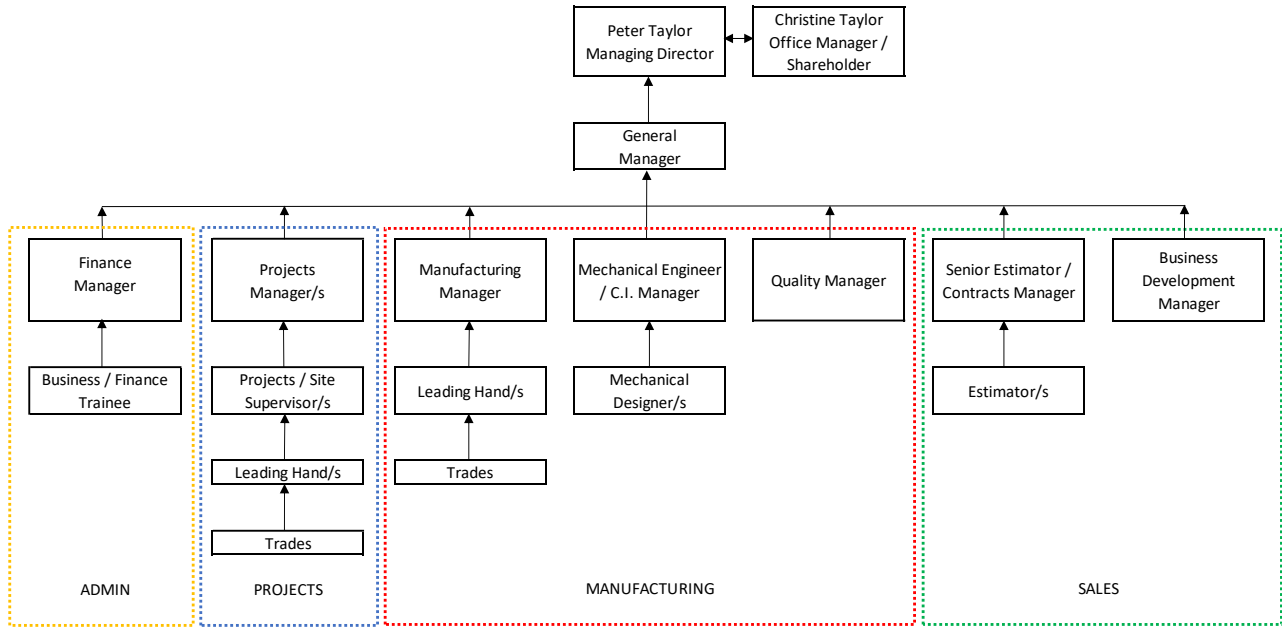
#### Technical Skills

- Mechanical Qualifications.
- Minimum 3 years post trade leadership experience.
- Experience in food, beverage and construction industry.
- Microsoft Office (Word, Excel, PowerPoint, Projects).
- AutoCAD 2D & 3D – review and print drawings.
- Understanding of planning processes.
- Deputise for other staff members as appropriate.

<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to work autonomously and within a team, effectively managing own workload, as well as other junior staff.</li> <li>• Maintain strict “<b>confidentiality</b>” of all business information.</li> <li>• Ability to lead and coach a team.</li> <li>• Effective communication skills (i.e.: written, verbal, non-verbal, active listening).</li> <li>• Neat and tidy personal presentation.</li> <li>• Attention to detail.</li> <li>• Excellent organisation and time management.</li> <li>• Innovative thinking and able to challenge the status quo.</li> <li>• Current Drivers Licence</li> <li>• Forklift licence.</li> <li>• Construction Industry ticket (“White Card”).</li> </ul>
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<p><b>Demonstrated Company Values</b></p> <ul style="list-style-type: none"> <li>• <b>Stay Hungry</b> - <i>Never be satisfied and always push yourself, by a continuous improvement mindset and consistently striving for excellence.</i></li> <li>• <b>Stay Foolish</b> – <i>Do or be willing to keep trying the things people say cannot be done, through innovation and persistence.</i></li> </ul>	<ul style="list-style-type: none"> <li>• During company events or when representing RMR Engineering, professional behaviour is expected at all times.</li> <li>• Honesty and Transparency are traits to be upheld.</li> </ul>
<p><b>Reporting Lines</b></p>	<p>Upwards – Projects Manager, through to General Manager Downwards - All project employees</p>

### Organisation Chart, Reporting Lines and Workgroup



### Measurable KPI's

Completed, signed and filed project variations  
 Safety infringements and investigations  
 Maintain Gross Profit Margins

within 24hrs of variation notification  
 Nil injuries, investigations completed within 48 hrs  
 30%