

# Construction Site Supervisor Job Description

---

## **Duties and Responsibilities:**

- Assist the project manager in planning the project
- Assist the project manager in creating schedule for the construction project
- Support the project manager in hiring contractors and choosing suppliers for the project
- Supervise construction projects to make sure they meet technical specifications
- Ensure that construction projects are completed within planned cost and time
- Keep accurate records of material and labor costs incurred in the construction process
- Monitor the progress of the construction work and performance of subcontractors at the site
- Hold meetings with site workers and subcontractors on behalf of the project manager
- Convey message from the site manager or major stakeholders to contractors and subcontractors
- Convey information about the progress of the project and performance of the contractors to the manager
- Assist the manager in preparing report to be submitted to stakeholders by providing necessary information on the progress of the business
- Represent the project manager in executive and stakeholders' meetings
- Assist the project manager in the procurement of certain materials
- Assist the project manager in hiring and assigning tasks to laborers
- Assist contractors and Engineers in interpreting technical designs
- Educate site workers on safety procedures to be adopted at the site and make sure that they adhere strictly to safety standards

- Ensure that the construction site is safe and free from any hazardous chemical or objects
- Report accidents that occur at the construction site to the project manager
- Administer or make sure that first aid is administered to any injured construction worker
- Ensure the smooth day to day operation of work activities at the construction site
- Maintain good relationship with site workers, contractors, and suppliers
- Ensure that any change in project plan is executed by contractors
- Motivate all the participants in the project
- Ensure that the project is executed in compliance with local or state regulations
- Identify any potential problem at the site and work to prevent it.

### **Construction Site Supervisor Requirements – Skills, Knowledge, and Abilities**

- The first and most important requirements are education and experience. A construction site supervisor must be educated to at least the degree level. A degree in engineering related discipline is often preferable. Additionally, he/she may be a certified project manager and HSE professional. To support the certificate and educational qualification, he/she is expected to be an expert in the construction field
- He/she is the middleman between the project manager and the contractors. So, he/she must possess exceptional communication skill. He/she must be able to relate well with different kinds of people and should be approachable
- Basic computer skills and proficiency in project management applications is equally very important
- The job involves lots of running around. So, having good driving skills is very important. In addition, owning a car is often required. However, some construction companies provide their workers with vans

- Other necessary skills are leadership and planning skills to enable the supervisor coordinate the activities of site workers and contractors effectively.