

JOB CODE:	MSG/HR/CNS/SE/001
POSITION:	Site Supervisor - Construction
EXPERIENCE:	4 -5 Yrs
LOCATION:	Based at Kheda, Ahmadabad, Gujrat
QUALIFICATIONS & EXPERIENCE	Degree / Diploma in Civil. Experience in warehouse construction added advantage.
<u>JOB DESCRIPTION</u>	
<u>RESPONSIBILITIES:</u>	<ul style="list-style-type: none"> ❖ To carry out general supervision of ongoing construction work and report immediately to Project Manager or Site Manager for defects or defective procedures. ❖ To maintain records of departmental labour employed work allotted and output. ❖ To assist Site Manager in technical checking of ongoing work, preparing departmental labour payment bills. ❖ To assist Site Engineer to workout material the requirement of different materials for the work in progress at project site. ❖ To supervise and control the wastage of materials ❖ To check on the adequacy of curing. ❖ To supervise day-to-day civil activities like, concreting, plastering, plumbing, electrical, labour, etc, as per the standards laid down by the company ❖ To assist in coordinating with other sites for concrete mixes. ❖ To assist in keeping stock of surplus materials and placing orders for material / supplies from Vendors / Suppliers. ❖ To supervise the overall housekeeping activities for the upkeep of the site/s. ❖ To maintain an up-to-date records of files and registers of materials supplied / collected from the vendors / suppliers. ❖ To assist in preparing and authenticating / checking of bills for payment. ❖ To ensure that safety precautions and safe practices are being observed during the progress of work. ❖ To coordinate with Store Keeper for unloading the material, re-arranging the stores, stock checking, etc. of the materials. ❖ To report to Site Manager and Project Manager of the progress of the work, on daily basis. ❖ To assist Site Manager to prepare a daily report on the workout quantities, work completed and material consumption statement. ❖ To carry out other tasks as assigned by the management from time to time.
FUNCTIONAL AREA:	Site Engineering , Project Management
ROLE:	Construction-Construction Management
KEYSKILLS:	Site Engineering Site Supervision Plastering Construction Concreting Project Management Electricals Civil Store Keeping
REPORTING TO:	Project Manager / Site Manager
COORDINATION WITH:	All concerned Team Members at RCP, Project Sites and other Relevant Departments.
KNOWLEDGE & SKILLS:	Material management, concrete mixes Well organized, Good negotiation skills
POSITION STATUS:	Open