



SPACIOTEMPO - JOB DESCRIPTION

Job Title: Site Supervisor

Line Manager: Operations Manager

Overview

The position of Site Supervisor is a full-time role within the Operations Department of Spaciotempo UK Ltd. Individuals should possess excellent time management skills, an eye for detail and the ability to think on the spot to resolve operational issues as they occur. They must also be able to multi-task and must have extensive experience within the temporary buildings field.

The position of Site Supervisor will form part of an operational team with the responsibility, on behalf of the Company, for ensuring all allocated projects are carried out in a professional, safe and compliant manner in strict accordance with Company Standard Operating Procedures (SOPs).

Key Skills and Responsibilities (not exhaustive)

- **Site Supervisor:** as directed, control and supervise all day-to-day activities of Company personnel on-site (including external temporary labour), with the responsibility for the strict management and compliance of all site rules and restrictions.
- Liaise and communicate with the customer to ensure project requirements are being met for all projects and that any additional opportunities presented are notified to the Operations Manager.
- Ensure the Company vehicle is regularly maintained in accordance with maintenance procedures and is used efficiently and effectively at all times.
- Ensure all daily plant log registers are fully completed and up-to-date.
- Ensure project schedule is adhered to and report any delays to the Operations Manager that are likely to impact on project timelines.
- Maintain an up-to-date awareness of health and safety practices.
- Continually develop professional competence and achieve all objectives set through formal appraisal.
- Promote and enforce the equality of opportunity and diversity for all employees.
- Perform other duties as requested by the Operations Manager.

Mandatory Competencies

Valid Driving Licence

CSCS, IPAF and PASMA

SSSTS

First Aid Certificate

Ability to handle high levels of pressure whilst prioritising work and delegating effectively.

Articulate and numerate with good communication skills and the ability to influence.

Confident, professional and flexible with excellent attention to detail.

Desirable Qualifications & Training

IT Literate

Health and Safety Higher Qualification (IOSH / NEBOSH)