

# EPTEC POSITION DESCRIPTION



<b>Position Title</b>	Tunnelling Project Supervisor
<b>Area</b>	NSW
<b>Location</b>	Sydney
<b>Reports to</b>	Project Manager
<b>Positions reporting to this position</b>	Project labour
<b>Internal relationships</b>	General Manager Services, Project Engineers
<b>External relationships</b>	Clients, Subcontractors, Suppliers
<b>Financial delegation</b>	As per the EPTEC Delegation Register FIN-001-002

## Position purpose

Correct and timely safe delivery of the project scope of work  
Compliance with product specifications to achieve warranty requirements  
Compliance with client QA/QC controls  
Maximising production and upskilling of workforce in sheet member waterproofing activities

## Key Responsibility Areas

- Participate in the preparation and review of Project documentation in particular: Project Management Plan, Risk Assessments, Technical Procedures, Safe Work Method Statements and Work Instructions.
- Correct implementation of the requirements in Technical Procedures, Safe Work Method Statements and Work Instructions.
- Ensure that appropriate labour, material, plant and equipment required for the works are available and conform to the requirements of the contract.
- Execute the works in accordance with the directions of the Project Manager and/or Project Engineer, the program and achieve productivity requirements.
- Train and instruct labour in correct application of the product.
- Direct daily activities to ensure maximum productivity and high quality outcomes.
- Attempt to upskill labour and motivate them to learn new activities.
- Participate in assessment of suitability of labour and identify areas for improvement.
- Assess personnel (Quality, productivity, dependability, etc.) and provide feedback to the Operations Superintendent and Project Manager.
- Report departures from scope of work to Project Manager / Project Engineers.
- Ensure all plant and equipment on site is maintained and recorded on the job equipment listing from Guildford.
- Identify and report to Project Manager any Management System, Equipment, Material or Product non-conformances and implement approved corrective actions.

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## Behavioural Competencies

### Behavioural Competency

### Behaviour

Customer / Client focus	<ul style="list-style-type: none"><li>• Establishes and meets internal customer's and external client's needs</li><li>• Actively listens to the customer / client</li><li>• Delivers solutions which meet customer / client needs, keeps customer / client informed</li></ul>
Commercial savvy	<ul style="list-style-type: none"><li>• Acts on customer / client feedback</li><li>• Understands the financial (or other) impact of decisions</li><li>• Makes decisions which commercially create customer loyalty and profitability</li><li>• Maximises business opportunities.</li><li>• Makes commercially sound decisions</li><li>• Makes logical decisions</li><li>• Takes ownership of business goals</li></ul>
Teamwork and leadership	<ul style="list-style-type: none"><li>• Actively contributes to the achievement of team outcomes</li><li>• Actively assists other teams, achieves results through others</li><li>• Ensures the team is working for a common purpose</li><li>• Is willing to do things for the good of the team</li><li>• Gives and seeks constructive feedback regularly</li><li>• Sets a good example</li><li>• Coaches and develops the team</li><li>• Delegates effectively</li></ul>
Communication	<ul style="list-style-type: none"><li>• Expresses ideas in a clear and concise manner, actively listens</li><li>• Gets the message across to others effectively</li><li>• Keeps others informed</li></ul>
Building and maintaining effective relationships	<ul style="list-style-type: none"><li>• Develops and maintains professional and ethical internal and external relationships; establishes a strong sense of trust</li><li>• Develops and maintains strong relationships with colleagues, suppliers, customers / clients and all stakeholders</li><li>• Works with people positively</li></ul>
Influencing and negotiation	<ul style="list-style-type: none"><li>• Gains agreement and engagement from others to work collaboratively</li><li>• Actively listens to the position of others; effectively influences others to adopt new ideas; maximises buy-in through win-win negotiation</li><li>• Achieves win-win solutions based on the differing needs of others</li><li>• Influences in a way that maintains trust and encourages long-term relationships</li><li>• Actively adapts style to audience to influence decisions and effectively handle objections</li></ul>
Process improvement	<ul style="list-style-type: none"><li>• Continually strives to do things better.</li><li>• Continuously improves the way things are done within individual area of responsibility</li><li>• Works with other teams to assist in making end-to-end processes more effective</li><li>• Follows EPTEC's agreed way of doing things</li></ul>
Embracing organisational change	<ul style="list-style-type: none"><li>• Is open-minded and supports / adapts effectively to organisational changes</li><li>• Learns from mistakes</li><li>• Assists the team through change</li><li>• Takes a flexible and resilient approach and brings people along the journey of change; deals with obstacles and setbacks effectively</li><li>• Involves relevant stakeholders in decision making</li></ul>

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## Health, Safety and Environment

Eptec is committed to the health, safety and wellbeing of its staff. Eptec and its employees must comply with a range of statutory requirements, including equal opportunity, workplace health and safety, privacy and trade practices. Eptec also expects staff to comply with its policy and procedures, which relate to statutory requirements and our way of working.

- Take reasonable care for their own health and safety.
- Take reasonable care for the health and safety of others.
- Comply with any reasonable instruction by Eptec Superintendent/Manager/Senior Project Manager.
- Cooperate with any reasonable Eptec policies and procedures.
- Ensure the implementation of the Company HSSEQ Policy.
- Adhere to the risk assessment controls identified.
- Not interfere or misuse any equipment supplied.
- Maintain equipment supplied for carrying out work tasks including daily maintenance where appropriate.
- Use personal protective equipment supplied in accordance with site risk assessments and site rules.
- Attend any suitable training to ensure that they are competent to perform their duties safely.
- Comply with any rules specific to a particular site and any Company wide health, safety or environmental requirements.
- Report any injuries, unsafe acts or conditions to line managers.
- Support EHS policy to help deliver cultural development and sustained continual improvement in EHS performance.
- Consult with workers when determining the adequacy of facilities for the welfare of workers
- Consult with other duty holders who may have a shared responsibility to provide a safe physical work environment and facilities
- Maintain the work environment and facilities in a safe condition
- Implement appropriate procedures for workers who work in remote or isolated locations such as emergency procedures, communication and accommodation
- Prepare, implement and practice emergency plans, to ensure that everyone can be evacuated from the workplace in a controlled manner if an emergency arises.
- So far as reasonably practicable, that the management or control of fixtures, fittings, equipment, machinery or plant at a workplace is without risks to the health and safety of anyone.

## Selection criteria

### Skills / Knowledge

- Experienced SOPREMA applicator
- More than 5 years experience in waterproofing activities
- Experience with QA/QC requirements and compliance with client and product specifications
- Ability to lead and develop teams to deliver quality projects
- Experience with leading blue collar work teams and coordinating daily activities
- Ability to interpret the scope of work and project documentation and deliver projects on time and within budget
- Ability to implement safe working procedures and systems

### Education

- Certified SOPREMA applicator
- Construction Induction White Card
- High Risk Work Licences (dependant on area of expertise)
- Working at Heights