

EPTEC POSITION DESCRIPTION



Position Title	Supervisor
Area	All Sites
Location	All Sites
Reports to	Senior Project Managers / Project Managers
Positions reporting to this position	Project labour
Internal relationships	General Managers (Marine & Service), (Senior) Project Managers, Project Engineer
External relationships	Clients, Subcontractors, Suppliers
Financial delegation	As per the EPTEC Delegation Register FIN-001-002

Position purpose

Correct and timely safe delivery of the project scope of work
Management of project labour
Management of worksite including equipment and materials
Liaise with the Operations Superintendent in respect to project labour planning and problems

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.
- Direct control of EPTEC labour and subcontractor(s) on site.
- Perform all duties as described in the Project Management Manual, but not limited to:
 - Perform daily Pre-start meetings, weekly toolbox meetings.
 - Arrange Site Security Requirements.
 - Client, Stakeholder liaison and engagement.
 - Performing Site Inductions.
 - Timely reporting of all incidents and non-conformities.

EPTEC POSITION DESCRIPTION



- Ensuring site first aid and emergency response plans and equipment are available and implemented.
- Adherence to the requirements in the working alone procedure.
- Ensuring Inspection, Test Plans are correctly developed/implemented and signed-off by the Clients representative, as the work progresses.
- Obtaining Inspection and Test Equipment.
- Maintaining the Employee Contact Register.
- Communicate the EPTEC policies to all personnel and a visible on all notice boards.
- Issuance and recording of Personal Protective Equipment (PPE).
- Ensure the correct set-up and demobilization of the site, facilities and equipment.
- Ensure the connection of site services (Air, water, power, telephone etc),
- Arranging external (hired-in) equipment.
- Ensuring all site signage is in place and enforced.
- Maintaining a register of all plant and equipment, checking operator licences and testing & tagging requirements.
- Preparing a daily diary, daily labour report and timesheets.
- Maintain "Take 5" records.
- Monitor labour performance and recommend training needs.
- Conduct regular workplace inspections regarding health and safety, quality and environment.
- Maintain a site ambient conditions log.
- Data for PBR's
- Consult with employees to enable the employees to contribute to the making of decisions affecting their health, safety and welfare at work.
- Implement and monitor the SWMS and modify as required.
- Assess personnel (Quality, productivity, dependability, etc.) and provide feedback to the Operations Superintendent.
- Timely completion of documentation and reports including timesheets and staff hours, equipment reports, diaries, employee log and SRWs.
- Report departures from scope of work to Project Manager / Project Engineers / Senior Project Engineers or Senior Project Managers.
- 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.

Behavioural Competencies

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Behaviour

Customer / Client focus

- Establishes and meets internal customer's and external client's needs
- Actively listens to the customer / client
- Delivers solutions which meet customer / client needs, keeps customer / client informed

Commercial savvy

- Acts on customer / client feedback
- Understands the financial (or other) impact of decisions
- Makes decisions which commercially create customer loyalty and profitability
- Maximises business opportunities.
- Makes commercially sound decisions

EPTEC POSITION DESCRIPTION



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

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.

EPTEC POSITION DESCRIPTION



- 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

- Experience with QA/QC coatings and surface preparation;
- Experience in remedial and asset protection projects - structures and infrastructure;
- Expertise in surface preparation and application of a variety of products including paint, epoxy, concrete, etc
- Extensive knowledge and expertise 5 years plus experience
- 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
- Ability to manage subcontractors and suppliers
- Detailed knowledge of Occupational Health and Safety legislation and regulations and application to EPTEC
- Detailed knowledge of Eptec Industrial Agreement, Industrial relations legislation and regulations and application to EPTEC

Education

- NACE 1
- Construction Induction White Card
- WHS Training for Managers & Supervisors
- Railway Industry Safety Induction (Services only)
- High Risk Work Licences (dependant on area of expertise)
- Confined Space, First Aid