

Position Details

Title:	Site Supervisor
Business Unit:	Construction & Development
Reports to:	Site Manager
Number of Direct Reports:	Could include Cadets, Graduates, Site Engineers
Key Relationships:	<p>Internal: Project staff, Project Manager, Safety Manager, QA Manager, Payroll</p> <p>External: Subcontractors, suppliers, consultants, regulatory bodies, council and industry bodies</p>

About Multiplex

Multiplex is a leading global contractor responsible for creating complex landmark buildings and infrastructure projects.

Established in 1962, our work to date comprises more than 1000 projects with a combined value of more than \$87 billion, and the financial stability and global relationships of our parent company Brookfield continues to drive our growth today.

We are known for our innovative thinking and 'can-do' approach which enables us to exceed our clients' expectations.

We consistently strive to outperform. By thinking like owners and understanding our clients' unique requirements, we enable long-term, cost-effective outcomes that add real value to projects.

Intent on leaving a tangible legacy with every project we deliver, we work hard to create sustainable outcomes for ourselves, our clients and the communities we operate in. We have built a strong track record in financial, environmental and social sustainability.

About Brookfield

Our parent company Brookfield is a leading global alternative asset manager with over \$285 billion in assets under management. It has a more than 100 year history of owning and operating assets with a focus on property, renewable power, infrastructure and private equity. Brookfield provides the Multiplex business with financial strength and access to its global relationships, as well as opportunities to collaborate with the broader Brookfield family.

Purpose of the Role

The Site Supervisor is responsible for supervising sub-contractors to ensure assigned work confirms to quality, time and safety requirements.

Main Focus Areas – Responsible For (Financial, Operations, Customer, People, Other)

Financial:

- When allocating work or variations to sub-contractors, ensure such work is within the contract budget
- Adhere to financial procedures including requisition and approval requirements
- Obtain competitive prices for purchase orders and ensure they remain in budget
- Ensure small packages are let at best price within budget and provide recommendations to administration

Operations:

- Ensure sub-contractors are working to site construction program
- Develop and implement short-term programs of work
- Ensure that at all times Multiplex OH&S policies and guidelines are strictly adhered to and the site safety plan is implemented in a timely manner
- Ensure that construction work is in accordance with the Safe Work Method Procedures
- Monitor and review programs to ensure time requirements are met providing regular progress reports to Site and Project Managers
- Monitor and inspect the work of sub-contractors to ensure quality of work, adherence to schedules and satisfactory completion of works
- Manage the rectification of defects and satisfactory completion of work
- Consult with sub-contractor and consultants to resolve day-to-day construction and design issues
- Maintain an up-to-date Site Diary and materials supply records
- Administer and comply with the Multiplex Management System and maintain accurate records and documentation
- Adhere to procedures for purchasing requisitions and site instructions
- Produce if internal works or assist if by sub-contract, risk assessment or work method statement for works that are not included in current site safety plan
- Keep abreast of current industrial relations legislation, with focus on issues which impact the Site Supervisor's role

Customer:

- Ensure sub-contractors are aware of Multiplex's commitment to the client
- Ensure Multiplex employees and sub-contractors carry out their responsibilities in a manner that meets the clients expectations

People:

- Supervise and co-ordinate the tasks and activities of construction workers and sub-contractors to ensure satisfactory completion of works

Essential Knowledge & Experience (Role Specific)

- Knowledge of building and construction Trades
- Site experience
- Specialist skills (e.g. structures, steel, Façade, Fit-out finishes, building services)
- Ability to read technical drawings
- Programming or Scheduling experience
- Knowledge of OH&S legislation, policies and procedures
- Knowledge of Building Code of Australia

Qualifications

- Trade qualifications, or equivalent experience

Culture

Our business is built on our people. People who are passionate, open and honest, and focused on excelling in everything they do.

Our people are supported to be the best they can be. We help them to achieve both their professional and personal goals by providing opportunities for them to share ideas, learn and grow within our business.

Our culture is one of outperformance, innovation and collaboration. Our people are encouraged to be creative in their approach to work, to voice their ideas and opinions – enabling us to push boundaries and make better decisions. Accountability is key to our success; built with an entrepreneurial spirit our people are clear on their responsibilities and driven to deliver.

Key to our collaborative culture is the way we listen, share and work as a team. The team to us is both our work colleagues and our clients. The only way we can reach the best possible result is through building a foundation of trust in our relationships through our straightforward and dependable approach.