

<b>Title</b>	<b>Insulation &amp; Cladding Supervisor</b>
<b>Department</b>	<b>Operations (Industrial Division)</b>
<b>Reports To</b>	<b>I&amp;C Superintendent/Site Manager</b>
<b>Direct Reports</b>	<b>Leading Hands, Sheet Metal Workers, Insulators</b>

## Primary Role Purpose

The purpose of the Supervisor- As an Insulation Supervisor you will be accountable for the management and coordination of Cryogenic, Heat Conservation Insulation/ Jacketing workforce activities, ensuring that all tasks needed for completion of the project are undertaken in accordance with the approved safety, quality, environmental cost, schedule and statutory requirements.

## Key Accountabilities

- Provide direction and support to the Insulators and Sheet Metal workers through strong leadership, effective people management competency skills assessments
- Manage and resolve employee relations issues in conjunction with Human Resources Manager administering appropriate disciplinary action
- Coordinate daily resourcing including leave management
- Accurately record daily, all insulation activities to assist in the submission of job sheets and claims
- Ensure that compliance with Caledonia procedure manual documents is maintained, in particular the application of insulation and sheet metal procedures.
- Provide direct support to leading hands overseeing the successful completion of daily site requirements including pre-starts, labour dockets, take offs and the interpretation of contract and variation work.
- Drive and implement business strategies, plans, goals and objectives in accordance with company directives.
- Provide general support to the Site Services Supervisors
- Develop and foster relationships with current client which deliver quantifiable results
- Utilise all available tender and bid portals ie: CORDELL to maximise opportunities
- Respond to and resolve customer complaints within agreed time frames and customer satisfaction targets
- Demonstrate professional code of conduct at all times and with all dealings with clients and other sub-contractors
- Provide safety direction and support to workforce complying with health and safety plans, playing a lead role in site inspections, accident or incident investigations and ensuring hazard identification, risk assessments and control measures are in place.
- Report and record all accident, incidents and near misses within agreed time frames utilising company management system (CHIMP).
- Report all injuries immediately to Human Resources Manager to effect compliance with OHS Act and Workers' Compensation and Injury Management Act and other applicable legislative injury management procedures

### Caledonia SA Pty Ltd

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- Conduct weekly tool box and daily pre-start meetings ensuring meetings are minuted and attendance sheets are signed
- Identify, raise, report and resolve (where applicable) non-conformances within agreed timelines utilising company management system (CHIMP).
- Complete and record all site and housekeeping audits and vehicle inspections according to scheduled and quality assurance deadlines
- Maintain materials register
- Certs in accordance with site, client and or project specific instructions
- Accurately complete and submit daily labour dockets, job and time sheets in accordance with submission deadlines
- Be vigilant of Company's assets, monitor, and report any activities resulting in the loss, misuse or misappropriation of Company assets or resources.
- Work collaboratively with Operations Manager to identify and analyse operational efficiencies and recommend and implement improvements to reduce overall operating costs, minimise risks, maximise efficiencies and meet company budgeted targets and improve service levels to the Client
- Manage on progress of projects including eot program variances, time, costs, deliverables, risks, issues and dependencies
- Plan, schedule and oversee the removal, modification and reinstatement of insulation and cladding as per Australian Standards and job specifications to effect program deadlines
- Interpret plans, drawings and written instructions and comply with project specifications to estimate and complete works.
- Meet both quality and productivity project targets in the removal, modification and reinstatement of insulation and cladding
- Assist and oversee the planning and organisation of insulations works onsite
- Conduct regular inspections of insulated equipment (pipes, tanks, etc.) to ensure that works are carried out according to client specifications
- Ensure relevant field inspection checklists are completed and signed in conjunction with client representatives.
- Liaise with client representatives/Project Engineers regarding technical queries, inspections, project scheduling and coordinating deliveries
- Prepare and edit insulation plans, maps, charts and drawings to client specifications
- Develop and review documentation necessary to facilitate work carried out
- Compose accurate progress reports (weekly and monthly) and/or as directed
- Understand and implement quality control techniques
- Perform other general duties that may be necessary to suit operational requirements as directed

### Compliance

- Comply with all health, safety Quality and environment policies, procedures and directives
- Act and behave in accordance with Company values and behaviours

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- Comply with all Company policies, processes, procedures and work instructions
- Work to ISO 9001 quality, ISO 45001, ISO 1400 health and safety and environmental certification, and management systems

#### Other

- Participate in internal and external Audits as required

#### Skills and Experience:

- At least five (2) years' experience in a similar Supervision role on large construction and/or maintenance projects within the Mining, Oil and Gas and Power Industries
- Effective problem solving, planning and organisational skills
- Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of people, both internal and external.
- Demonstrated high level commitment to and knowledge of industry related health and safety processes and procedures
- At least ten (5) years' technical cryogenic insulation and sheetmetal fabrication experience on large resource projects
- Demonstrated ability to deliver high standards of HSE performance on large resource projects
- Demonstrated ability to provide leadership, direction and mentoring to insulation crews
- Proficient in the use of computer based software
- Strong and professional communication and interpersonal skills with personnel at all levels of the organisation, including presentation and public speaking skills
- Able to work under pressure, multi-task, together with the capacity to plan and prioritise workloads in order to meet deadlines
- Ability to work effectively within a team environment

#### Qualifications:

- Cert III Engineering (Light Fabrication) and/or City & Guilds Level 2 Application of Insulation & Finishes
- Cert IV Frontline Manager (or equivalent experience) or Diploma Project Management (desirable)

#### Tickets/Licenses

##### Mandatory:

- Construction Industry White Card
- Current driver's license and reliable vehicle

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**Employee to sign**

I am familiar with the requirements of my role and agree to work according to the key accountabilities as outlined in this Position Description. I also understand that this is not an exhaustive list of all of my responsibilities and that these may naturally evolve and develop over time in line with changing business requirements. If my role changes substantially, I will be provided with a new Position Description.

Signed \_\_\_\_\_ Dated \_\_\_\_\_



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