

<b>Title</b>	<b>Scaffolding Supervisor</b>
<b>Department</b>	<b>Operations (Access Division)</b>
<b>Reports To</b>	<b>Scaffolding Superintendent/Site Manager</b>
<b>Direct Reports</b>	<b>Leading Hands, Scaffolders, Labourers, Trainee Scaffolders</b>

### Primary Role Purpose

The purpose of the Scaffolding Supervisor is to oversee the construction, modification, inspection and dismantlement of scaffold to client specific project specifications

### Key Accountabilities

- Provide direction and support to the scaffolders and trainee scaffolders through strong leadership, effective people management and training development and 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 scaffolding activities to assist in the submission of job sheets and claims
- Ensure that compliance with Caledonia procedure manual documents is maintained, in particular the working at height and scaffolding procedures.
- Provide direct support to leading hands overseeing the successful completion of daily site requirements including prestarts, 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 Scaffolding Superintendent
- Develop and foster relationships with current and new clients which deliver quantifiable results
- Grow contacts and networks to secure future business
- 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
- Collaborate with Business Development Manager in preparation of scope of work costs which results in converting bids to contracts won.
- Measure and record client satisfaction levels through informal and formal client surveys
- Demonstrate professional code of conduct at all times and with all dealings with clients and other sub-contractors
- Provide safety direction and support to scaffolders 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.

#### Caledonia SA Pty Ltd

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- 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
- 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 scaffold and vehicle inspections according to scheduled and quality assurance deadlines
- Maintain scaffold register
- Coordinate the inspection and tagging of scaffold in accordance with site, client and or project specific instructions
- Ensure erected and tagged scaffold, is accompanied by a completed handover certificate and job card in accordance with site, client and or project specific instructions
- Accurately complete and submit daily labour docket, 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
- Increase utilisation of equipment/services through analyse of monthly reporting, implementing actions to effect greater take up rate
- Plan, schedule and oversee the modification, inspection and dismantlement of scaffolding 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 erecting and dismantling scaffolding

### Compliance

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

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**Other**

- Participate in internal and external Audits as required

**Skills and Experience:**

- Significant experience leading scaffolding crews within a residential, commercial, construction, mining, oil and or gas related 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
- Intermediate computer skills including MS Office

**Qualifications:**

- Cert IV Frontline Manager or equivalent experience
- Diploma Project Management (desirable)

**Tickets/Licenses****Mandatory:**

- High Risk Work License in Scaffolding (Advanced)
- Working at Heights (within the last two years)
- Construction Industry White Card
- Current driver's license and reliable vehicle

**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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