

Site Supervisor Job Description

A comprehensive job description template
for Australian construction businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and construction industry practices at the time of publication. You should review and tailor this template to suit your business, project type, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

Table of Contents

1. Position Overview	3
2. Key Responsibilities	3
3. Required Skills and Attributes	5
4. Qualifications and Requirements	6
5. Working Conditions	7
6. Award Information	7
7. Expected Behaviours	8
8. Application Process	8

1. Position Overview

1.1 Position Title

Site Supervisor / Site Foreman / Construction Supervisor

1.2 Position Summary

The Site Supervisor is responsible for managing day-to-day construction operations, coordinating trades, supervising site personnel and ensuring work is completed safely, on schedule and to quality standards. This leadership role requires strong technical knowledge, people management skills and the ability to coordinate multiple activities simultaneously. The Site Supervisor acts as the key link between site management, subcontractors and project stakeholders.

The position involves planning and coordinating daily site activities, supervising tradespeople and laborers, managing subcontractors, ensuring compliance with safety regulations, monitoring work quality, coordinating material deliveries, resolving site issues, and maintaining project documentation. Site Supervisors must demonstrate leadership, problem-solving ability and comprehensive understanding of construction methods and practices.

1.3 Reporting Structure

This position reports to:

- Project Manager / Construction Manager
- Site Manager (on larger projects)
- Contracts Manager / Director

1.4 Employment Type

This position is available as:

- Full-time permanent (salary or wages)
- Project-based contract
- Staff position (38 hours per week)

2. Key Responsibilities

2.1 Site Management and Coordination

- Plan and coordinate daily site activities and work sequences
- Allocate tasks and resources to trades and laborers
- Coordinate multiple trades working concurrently
- Manage work flow to maintain project schedule
- Resolve conflicts between trades and activities
- Ensure site access and logistics are maintained

- Coordinate with consultants, engineers and architects

2.2 Personnel Supervision and Leadership

- Supervise and direct site workers including tradespeople and laborers
- Manage subcontractors and monitor their performance
- Conduct site inductions for new workers and visitors
- Lead daily toolbox talks and pre-start meetings
- Address performance issues and provide direction
- Motivate teams to achieve productivity targets
- Mentor and develop leading hands and trades

2.3 Safety Management and Compliance

- Ensure all safety procedures and regulations are followed
- Conduct daily site safety inspections and hazard identification
- Implement and enforce Safe Work Method Statements
- Investigate incidents and near misses
- Maintain site safety records and documentation
- Stop unsafe work and implement corrective actions
- Coordinate emergency response procedures

2.4 Quality Control and Inspection

- Monitor work quality and ensure compliance with specifications
- Conduct quality inspections at key stages
- Identify and rectify defects and quality issues
- Coordinate inspections with building certifiers
- Maintain quality records and documentation
- Implement quality improvement initiatives
- Ensure work meets Australian Standards

2.5 Planning and Documentation

- Read and interpret construction drawings and specifications
- Develop short-term work programs and schedules
- Prepare daily reports and progress updates
- Maintain site diaries and records
- Document variations and changes
- Prepare RFIs (Requests for Information) when required
- Track and report on project milestones

2.6 Material and Resource Management

- Coordinate material deliveries and site logistics
- Order materials and arrange procurement
- Manage site materials and prevent waste
- Coordinate plant and equipment requirements
- Maintain material storage and security
- Monitor material usage against budgets
- Arrange removal of construction waste

2.7 Stakeholder Communication

- Communicate with clients and maintain relationships
- Liaise with project managers and head office
- Coordinate with consultants and engineers
- Manage relationships with subcontractors
- Respond to neighbor and public inquiries
- Attend site meetings and represent company
- Provide regular project updates

3. Required Skills and Attributes

3.1 Essential Skills

Leadership and Management

Strong leadership abilities to direct and motivate site teams. Effective people management skills including coaching and performance management. Ability to coordinate multiple trades and activities. Conflict resolution and decision-making capabilities.

Technical Knowledge

Comprehensive understanding of construction methods, materials and standards. Ability to read and interpret complex construction drawings. Knowledge of building codes, regulations and compliance requirements. Understanding of construction sequencing and programming.

Communication Skills

Excellent verbal and written communication abilities. Clear instruction giving and expectation setting. Effective stakeholder management and client liaison. Ability to document issues and prepare reports.

Problem Solving

Strong analytical and problem-solving skills. Ability to make decisions under pressure. Proactive approach to identifying and resolving issues. Adaptability to changing site conditions and requirements.

3.2 Personal Attributes

- Strong leadership presence and authority

- High level of integrity and professionalism
- Excellent organizational and planning abilities
- Attention to detail and quality focus
- Calm and composed under pressure
- Safety conscious and responsible
- Self-motivated and proactive
- Team player with collaborative approach
- Results-oriented mindset
- Adaptable and flexible

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Relevant trade qualification (Carpentry, Building, or related field)
- Diploma of Building and Construction or equivalent
- Construction Induction Card (White Card)
- Working at Heights training
- Current First Aid certificate
- Driver's licence
- Minimum 5-10 years construction industry experience
- Proven supervisory or leadership experience

4.2 Desirable Qualifications

- Bachelor of Construction Management or equivalent
- Certificate IV in Building and Construction (Building)
- Project management certifications
- Advanced safety qualifications
- Building Supervisor or Builder licence
- Experience with construction software and scheduling tools
- High risk work licences
- Quality management training

4.3 Experience

Minimum 5-10 years experience in commercial construction with demonstrated progression through trades and leading hand roles. Proven experience supervising construction teams and managing multiple trades. Experience with projects valued at \$5M+ preferred. Strong track record of delivering projects safely, on time and to quality standards. Must provide references from previous construction employers and clients.

5. Working Conditions

5.1 Hours of Work

- Standard construction hours: 7:00am to 3:30pm or 4:00pm Monday to Friday
- Extended hours as required to meet project deadlines
- Occasional weekend work for critical activities
- On-call availability for emergencies
- Salary position may include reasonable additional hours

5.2 Physical Requirements

- Walking construction sites and climbing stairs throughout the day
- Working at heights and accessing all areas of site
- Ability to wear PPE for extended periods
- Good physical fitness for site work
- Capacity to work in outdoor conditions

5.3 Work Environment

- Active construction sites in all weather conditions
- Exposure to noise, dust and construction activities
- Office-based administrative work and site-based supervision
- Fast-paced environment with multiple demands
- Travel to various project sites
- Client-facing role requiring professional presentation

5.4 Equipment and Resources

- Company vehicle or vehicle allowance
- Mobile phone and laptop/tablet
- PPE and safety equipment provided
- Construction management software access
- Site office facilities

6. Award Information

6.1 Modern Award Coverage

This position may be covered by the Building and Construction General On-site Award 2020 (MA000020) or employed under a salary arrangement that meets Award obligations. Salary positions must meet minimum Award conditions including hours, leave entitlements and other benefits.

6.2 Classification Level

Site Supervisors are generally classified under the award as:

- CW5: Supervisor/Coordinator - supervising less than 10 employees
- CW6: Supervisor/Coordinator - supervising 10 or more employees
- CW7: Site Coordinator/Supervisor with additional responsibilities
- Salary packages typically above Award rates based on experience

The specific classification and remuneration will be determined based on qualifications, experience, project size and responsibility level.

6.3 Salary and Benefits

Site Supervisors typically receive:

- Competitive salary package above Award rates
- Company vehicle or vehicle allowance
- Mobile phone and equipment
- Professional development opportunities
- Annual leave and personal leave entitlements
- Superannuation contributions
- Performance bonuses (role dependent)

Refer to the Building and Construction General On-site Award 2020 for minimum conditions and entitlements.

7. Expected Behaviours

7.1 Leadership Standards

- Lead by example in safety, quality and professionalism
- Make timely decisions to maintain project progress
- Take ownership of site performance and outcomes
- Support and develop team members
- Maintain high standards across all work activities
- Represent the company professionally to clients

7.2 Safety Leadership

- Demonstrate unwavering commitment to safety
- Stop work immediately when safety is compromised
- Hold team members accountable for safety compliance
- Proactively identify and eliminate hazards

- Foster a positive safety culture on site
- Report and investigate all safety incidents

7.3 Communication Expectations

- Maintain open and transparent communication
- Provide regular project updates to management
- Address issues and concerns promptly
- Keep accurate and detailed records
- Build strong stakeholder relationships
- Escalate problems when appropriate

7.4 Quality and Performance

- Deliver projects on time and within budget
- Maintain high quality standards across all work
- Proactively manage risks and issues
- Drive continuous improvement initiatives
- Meet or exceed client expectations
- Take pride in project outcomes

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV including detailed work history
- Cover letter outlining leadership experience and achievements
- Copies of qualifications including trade certificate and diplomas
- Copy of White Card, First Aid and other tickets
- Details of projects supervised including values and scope
- Contact details for at least three professional referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview to discuss experience and expectations
- Face-to-face interview with senior management
- Technical assessment and scenario-based questions
- Site visit to assess current project (if applicable)
- Verification of qualifications and licences

- Comprehensive reference checks including client feedback

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____