



Job Description

Title	Project Construction Supervisor
Institute/Department	Properties, Facilities and Projects (PFP)
Category	Technical
Reports to	Property Project Manager
Location/Campus	Kukum Campus

Summary of Duties

The role of the Project Construction Supervisor is to Plan, organize, and supervise the implementation part of all the daily construction works of all infrastructure Capital projects and recurrent projects.

Roles and responsibilities

- Plan and supervise all PFPD infrastructure capital and recurrent projects.
- Ensure Construction and Refurbishment projects are done properly to completion as expected.
- Perform any other project Construction and Refurbishment duties directed by the Property Project Manager.
- Be on time for work.

Key Duties:

- Responsible for supervising and carrying out new Construction and Refurbishment projects.
- Ensure given projects are assessed properly before implementation work can be done.
- Prepare the scope of works and Bill of Quantity (BOQ) for each given project.
- Requisition of materials required for each project and daily work and ensure adequate materials are ordered to avoid excessive wastage.
- Create and maintain an ongoing inventory of materials and tools at all project sites and their locations.
- Prepare daily and weekly reports and send them to the PFPD Project Manager for filing purposes.
- Perform any other duties assigned by the PFPD Project Manager.
- Ensure that all Project tools are kept in their proper place and are safe.
- Ensure that all Project workshop machines are properly used and kept.
- Ensure that the Project workshop and surroundings are clean and tidy.
- Ensure that all Project used and leftover materials are collected and stored safely in the Project storehouse after completion of any new construction and refurbishment projects.

General Responsibilities

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your health and safety and that of your colleagues
- To undertake other such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment

Qualifications required

- Must have a Certificate IV in Certificate IV in Carpentry and construction

Experience

Essential:

- At least a minimum of 5 years experience

Desirable:

- Good written and communication skills
- Some knowledge of administration duties

Terms and Conditions

The position is for five (5) years under an employment contract. Remunerations and benefits will according to SINU Salary Level. The contract is renewable to good performance.