

## **Terms of Reference for Site Supervisors for the Regional Development and Relocation Programmes**

### **The Work**

The supervisor will be responsible for ensuring that work carried out and materials being used on a construction project meet quality and safety standards, and conform to client specifications. He/she will work under the overall supervision of MHUD and supervision of the Project Manager. He/she will ensure the effective and efficient application of project resources (materials, personnel and equipment). This will include materials quality, installations, fixtures, construction of civil works.

As part of work, he/she will take measurements and samples of materials to carry out quality control checks; make visual inspections of the work; identify defects and propose changes to rectify these in discussion with the Project Manager; liaise with construction professionals, such as contractors, engineers and surveyors to plan site inspections; report regularly to the Project Manager, detailing progress and any problems encountered.

### **Main Tasks**

The site supervisor should also be conversant with project planning controls and construction methods. He will also monitor progress to deliver the project on budget and on time. In addition to the regular supervision of project activities on site to ensure that the client receives the quality of workmanship needed, he will perform vital reporting functions; using precise and concise daily, weekly and monthly reports (outline format provided). The tasks will include but not limited to the following:

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- Checking the setting out, quality of materials and workmanship of installations and civil works, including those of sub-contractors, for compliance with the contract documents.
- Maintaining records of hidden work including those under form works or scaffolding, for the information of the client.
- Witnessing the proper carrying out of any tests required by the client, including retests, maintaining records of materials, labour, equipment, location, dates and durations, results and other relevant information and reporting as necessary, maintaining a register of tests and contact the client for instructions in the event of unsatisfactory test results.
- In consultation with the Project Manager, interpret drawing details, clauses of specifications and other instructions by the client; survey and prepare records of parts of the works where specialist or other details may be required for the use of the client.
- Record the details of any occurrence or situation thought likely to cause delay or of any delays that occur in relation to specific contracts and inform the Project Manager accordingly.
- Undertake the inspection of work to check and validate the Contractor's requests for payment and prepare payment certificates for review and certification by the Program Manager.
- Prepare and submit monthly periodic reports on quality, general progress of the works (including progress photographs), labour force, weather, etc., to the Project Manager.

- Carry out inspections at completion stages, check that the contractor addresses the defects lists and prepare a final schedule of outstanding defects.

### **Qualification and Skills**

The minimum level of the supervisor should be Diploma (HD) in construction or building works relevant experience and related works. The supervisor will need to have worked in civil works construction sites. He/she will need to be:

- Fluent in spoken English.
- Fluent in written English.
- Proficient in Microsoft Word and Microsoft Excel.
- Able to read engineering drawings.
- Able to converse with Contractor, and the Project Manager
- Excellent observational skills and to be able to pay attention to detail
- A broad knowledge of the construction industry covering materials, trades, building methods,
- Good organisational and management skills
- Good analytical skills
- Excellent communication and negotiating skills
- The ability to establish and maintain good working relationships with staff at all levels
- Be physically fit and comfortable working in rugged site conditions

### **Site Control:**

- The Supervisor is to provide on-site guidance to the Contractor. This guidance is to be limited to correction of the dimensional properties of the building, materials use and production (e.g. Production of concrete), construction methods and safety. If the Supervisor feels that the Contractor is not complying with the design drawings or specification the Project Manager is to be contacted immediately.
- The Site Supervisor is to monitor any discussions that the Contractor has with the local community.
- The Site Supervisor is to pass directions and information from Project Manager to the Contractor, or local community as directed by the Client.
- The Site Supervisor is to be conversant with the Construction Contract and Conditions of Contract.
- The Site Supervisor is to verify the Contractor's claims for payment.

### **Quality Control:**

- Undertake inspections as per the Building Inspection Record.
- Undertake site measurements to confirm design drawings including, but not limited to, dimensions of building, reinforcement placement, shuttering, block-work, roofing trusses, etc.
- Check materials to ensure that they have been approved by client and that the correct materials are being used on site.

- Undertake inspections to ensure that correct building practices are being used.
- The Site Supervisor is to request materials sample testing as per the Construction Contract (e.g. concrete tests). The supervisor is to record the results of the tests and forward the results to the client.

**Reporting:**

- Record the daily activities on Site Note forms.
- Take photographs of the site activities and quality control inspections. The photographs are to be labeled including house number/name and date. The photographs are to be recorded on the building inspection record.
- The weekly site notes, including photographs, are to be forwarded to Project Manager on Sunday morning of the following week.
- Maintain the building inspection record forms and sign off on the specified stages of construction when satisfactorily completed.
- The Site Supervisor is to prepare a monthly report as per the given reporting format.

**Communication:**

- The Site Supervisor is to forward the weekly site notes to Project Manager.
- The Site Supervisor is to contact Project Manager if there is any issue on site that the Site Supervisor cannot resolve.
- The Site Supervisor is to contact Project Manager on any design issues, or doubtful points, raised by the Construction Contractor.
- The Site Supervisor is to inform Project Manager if he believes that there is any breach of the Conditions of the Construction Contract.

**Working Hours:**

The Site Supervisor will be based on site in field stations and use the local island office. He will be expected to spend a lot of his/her time out of doors in all weather conditions. Working Hours will be normal working hours unless specific project tasks demand otherwise. Weekend and evening work may often arise, particularly when deadlines are imminent.

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