

Baseline

Site Supervisor

The Site Supervisor is integrated with on-site activities and works with the Project Manager to ensure the project is adequately resourced, planned and executed in line with project deliverables and Baseline HSEQ systems.

The Benefits

Baseline is a company that believes our people thrive in a supportive and trusting environment; to enable your success with us, we can offer you:

- Flexible/Hybrid working
- Range of projects across NSW and QLD
- Ongoing training and development
- Competitive remuneration packages, including use of company vehicles, salary packaging, and technology provisions
- Consistent pipeline of varied work
- Tailored career progression
- Dog friendly office (BYO puppies)

Baseline is a progressive head contractor specialising in government and commercial projects.

We believe every successful build needs the right foundation. That's what we deliver, with years of client-side experience and a culture defined by transparency, safety and quality.

There's always a better way to build. It begins with Baseline.

Build Honestly

The way we work with clients, stakeholders and subcontractors is the same way we work as a team: honestly. Our people and our processes are grounded in transparency. Our culture is one of integrity at every level. We foster a supportive, inclusive and fair working environment.

Build Safely

Safety is at the core of everything we do. We not only want to encourage a safety-first mindset among our own people – we want to challenge the entire industry to make safety its priority.

Through meticulous planning and collaboration with experts, we take meaningful action to reduce risk and establish a culture of collective responsibility. Where everyone has the opportunity to be heard, grow and get ahead.

Go Beyond

We bring years of experience, but we also bring youthful enthusiasm. We are determined to deliver beyond the expectations of our clients, and in doing so, raise the bar with every project.

Our competence fuels our decisive nature and when we don't know the answer, we learn. We bring in experts, we assemble the right team, and we find the best way forward.



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Success Factors

The ideal candidate for this role will be able to demonstrate the following behaviors/skills:

- General Construction Induction Training (White Card) & Driver's licence
- A degree in a relevant construction related discipline or related field and 3 years' experience; or a combination of formal education and experience in excess of 2 years which must be related to site management and/or the co-ordination of construction contractors.
- Prior experience managing the coordination of trades and labourers on a site environment
- Have a positive attitude and willingness to learn

Roles and responsibilities.

The Site Supervisor plays a critical role in contributing to the success of the business through:

- The Site Supervisor has the capability and qualifications to manage a site where a Site Manager is not appointed, however will also work to support the Site Manager on larger or more complex projects where required
- The Site Supervisor monitors progress on site, manages the acceptance of deliveries and carries out safety checks, inspections and daily HSE on site.
- The Site Supervisor will work with the Project Manager to develop, implement and maintain the site risk assessment and contractor risk assessment and work method statements.
- Be the primary point of contact on site for clients. Work with local stakeholder's, clients and subcontractors to deliver the project whilst managing the expectations of local stakeholders.
- Take responsibility for on-site relationships, program and deliverables
- Complete site administration tasks such as a site diary to catalogue events and progress
- Take responsibility for resources engaged in project and liaise with Senior Management to ensure project are appropriately resourced.
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Reporting Structure

Management Level

Delivery

Delegated Authority Level

Level 5

Reporting Relationships

Site Manager/Project Manager

Direct Reports

Leading Hand/Labourer

Stakeholder Relationships

Senior Project Managers,
Project Managers and Asst
Project Managers

Key result areas for the role.

Success in this role will be defined by your ability to deliver within the Baseline values and personality framework:

Build Honestly

- Complete site administration tasks such as a site diary to catalogue events and progress
- Maintain a safe and clean job site by handling materials and storing them properly, picking up and removing all stools and equipment when not in use and securing the job site on a daily basis

Build Safely

- Drive overall site cleanliness and lead by example maintaining site presentation
- Set and uphold high standards for HSEQ across aspects of project planning and delivery
- Monitor and review system standards and policy to adopt change with Senior Management
- Ensure Communication of HSE systems and controls.

Go Beyond

- Represent the client's best interests from inception to completion of the project.
- Determine the needs, requirements and constraints of the client.

Genuine/Trusted

- Be an advocate for positive and inclusive workplace culture
- Be the conduit between the site team and senior management to ensure director involvement and compliance with system standards and Baseline Policies.

Intelligent

- Direct the adherences of the project programme on a day-to-day basis.
- Manage the pre-design, design, construction and completion stages of the project and ensure compliance with System Standards.

Active

- Contribute to the creation of the project team and lead by example to achieve the best possible performance from all members.
- Represent and promote the company throughout the project

