



## **JOB DESCRIPTION FORM**

Job Title : Site Supervisor  
Reports to : Site Engineer / Manager  
Department : OPERATIONS

### **1. JOB HOLDER REQUIREMENTS**

<b>List the requirement necessary for MINIMUM competency.</b>	
Educational Qualification :	<ul style="list-style-type: none"><li>• Diploma in Civil Engineering or equivalent</li></ul>
Length and Types of Working Experience Required :	<ul style="list-style-type: none"><li>• 3-5 years of working experience</li></ul>
Personal Characteristics and Behaviours Required :	<ul style="list-style-type: none"><li>• Effective communication skills and enjoy interacting with people at all levels</li><li>• Meticulous, an eye for details and sensitive to figures</li><li>• Positive attitudes/ Drive for result and willingness to learn</li></ul>

### **2. ACCOUNTABILITIES AND RESPONSIBILITIES**

<b>State the accountability and responsibilities (Usually around 4 responsibilities for non-management personnel and 5 to 8 responsibilities for management personnel)</b>
<ul style="list-style-type: none"><li>• Carry out works scheduling, material requisition, cost control, project supervision and documentation</li><li>• Supervise and coordinate with client's representatives, consultants and sub-contractors on site's operation matters</li><li>• Supervise to achieve quality of works and to comply with safety &amp; environmental regulations</li><li>• Assist and support the Project/ Site Manager or Engineer by executing the site works</li></ul>