

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Project Supervisor – South	Direct Reports:	Project Staff Assigned
Reports to:	Project Engineer - South	Internal Contacts:	SLASPA Personnel
Department:	Engineering	External Contacts:	SLASPA tenants, suppliers and subcontractors
Supervises:	Project Staff Assigned		

JOB SUMMARY:

Responsible for producing Engineering drawings, B.O.Q's and supervising civil infrastructural projects for SLASPA facilities in the southern division as assigned by the Project Engineer - South.

DUTIES AND RESPONSIBILITIES

Preparation of Drawings and Cost Estimates

Prepares engineering and architectural drawings as required.
 Prepares conceptual drawings as required
 Prepares As-Built Drawings as required
 Prepares B.O.Q's for maintenance works and projects assigned.

Oversight of Projects

Provides on-site supervision of **staff** and **contractors** during civil infrastructural projects assigned;
 Ensures staff and subcontractors adhere to safety standards;
 Assists in securing materials to ensure works are completed in a timely manner.
 Assists in ensuring quality control programme for projects is in place
 Assists in coordinating various project planning activities to ensure successful project kick-off and closure

Monitoring and Reporting

Monitors the progress of work and keeps the Project Engineer informed on status and completion of work;
 Maintains a daily log of activities undertaken;
 Promptly reports in writing all incidents and accidents;
 Provides monthly reports on all ongoing projects;
 Provides Quarterly Preliminary Condition Assessments of Civil Infrastructure such as berths, metal frames, fences, drainage systems, plumbing systems etc.;
 Assists in the preparation of Quarterly Reports;
 Assists in preparation of Project Close-Out Reports

Staff Supervision

Assists in establishing annual performance objectives for staff; meets with them periodically to discuss their performance; counsels them on deficiencies in performance and guides them on improving performance, including recommending additional training;
 Assists in conducting an annual appraisal of staff performance;
 Assists with coordinating the work of staff and reviews their work to ensure that it meets the Port Authority's standards;

Ensures staff has the necessary resources to safely and effectively carry out their work;
Makes recommendations to the Project Engineer regarding wage increases, promotions and disciplinary action for employees supervised;
Assists the Project Engineer with the resolution of grievances.

General

Consults technical literature for guidance on aspects related to role;
Makes recommendations to improve the project management guidelines as well as relevant procedures;
Accepts other related duties as assigned from time to time.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Diploma in Building or Construction Engineering/Construction Supervision or equivalent qualification from a recognized institution with certification in computer aided design/drawing plus supervisory training.
- At least Five (5) years' experience in related work/field inclusive of cost estimating
- Experience in Construction Project Management
- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in MS Office Suite.
- Sound knowledge of CAD and matters relating to construction and maintenance of civil and building structures, good oral and written communication skills, supervisory skills
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening skills.

FAVORABLE ATTRIBUTES

- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.