



Excel Home Design Ltd

Construction Trade – Supervisor/Carpenter

Division:	Property Development
Job Title:	Supervisor/Carpenter
Grade:	Negotiable
Duration of Role	Full Time Permanent
Base/Location:	Tonyrefail
Responsible To:	Technical Manager
Responsible For:	N/A
Key Relationships/ Liaison with:	Managers and staff across the organisation

Job Purpose	
	<ul style="list-style-type: none"> • Provide a supervisory function responsible for managing the workflow of their team or department by assigning tasks, supporting staff, monitoring results and reporting to senior management. • To undertake the skills, trade or occupation for which the Supervisor/Trades Person is being employed. • Delivery of an effective and appropriate service to all service clients, fairly and without discrimination.

Main Duties and Responsibilities	
1.	To undertake property development programmes to support the business model and key objectives of our business plan
2.	To work as part of a team to deliver a quality service.

3.	<p>Duties include Supervising staff, monitoring productivity & quality. Designing, cutting, and production of building products using different types of wood.</p> <ul style="list-style-type: none"> • Develop & maintain good working relationships with team members and sub-contractors • Monitoring workforce to ensure productivity & performance • Supervising the health, safety & welfare of all workers on site • Coordinating and organising work operations • Planning work to ensure the availability of plant, labour and materials • Allocating and monitoring the use of plant and equipment • Monitoring progress against the works programme • Working closely with the site workforce once building is underway • Monitoring costs and checking quality • Making sure the work meets legal requirements and Building Regulations • Provide mentoring and coaching to ensure junior staff reach their goals and key objectives • Working accurately from detailed plans and specifications • Working outdoors on construction sites, in all weathers and at height
4.	To research and seek information relevant to the job role, as appropriate.
5.	To use information technology systems to carry out duties in the most efficient and effective manner.
6.	To develop communication & presentation skills appropriate to the requirement of the post.
7.	To work efficiently and effectively and develop the ability to manage own time and workload.
8.	To actively participate in own development plan which will be agreed with the line manager.
9.	To take part in meetings, supervision, training as required by the line manager.
10.	To achieve personal appraisal targets, as agreed by the line manager.

Special Factors	
	<ul style="list-style-type: none"> • The nature of the work may involve the jobholder carrying out work outside of normal working hours. • Develop and maintain work process to achieve successful project completion <ul style="list-style-type: none"> ○ Help project managers to plan work ○ Manage orders and deliveries of construction materials ○ Organise staff work schedules ○ Supervising workers, subcontractors and work activities. ○ Preparing and presenting site inductions, safety briefings and toolbox talks. ○ Accountable for assessing and managing safety hazards. ○ Ensuring appropriate site rules and welfare facilities are in place. ○ Carrying out regular inspections. ○ Check work is carried out safely ○ Complete records for site reports ○ Attend site management & safety meetings

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Date Prepared/Revised: August 2021

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	Essential	Desirable	How assessed
<p>Qualifications</p> <p>City & Guilds and or NVQ level 2 level 3</p> <p>Or Demonstrable experience identified within the section below.</p>			<p>App/Doc</p> <p>App/Int</p>
<p>Experience</p> <p>Experience of working in a relevant field</p> <p>Potential to undertake work in a relevant field</p> <p>Experience within a occupational work supervision role</p> <p>Skills/Knowledge</p> <p>Has a good understanding of the role of a Supervisor/ Carpenter</p> <ul style="list-style-type: none"> • To be thorough and pay attention to detail • Leadership skills • The ability to work well with others • Knowledge of building and construction • To be flexible and open to change • Knowledge of manufacturing production and processes • Business management skills • Customer service skills • Have patience and the ability to remain calm in stressful situations • Ambition and a desire to succeed • Able to carry out basic tasks on a computer or hand-held device 			<p>App/Int</p> <p>App/Int</p> <p>App/Int</p>

<p>Understands how teamwork can help improve an individual's performance in their role</p> <p>Has the skills and understanding of potential IT applications relevant to this job role (including email, word processing, spreadsheets and the internet) Ability to communicate clearly and accurately in written form, particularly when drafting information for work related documents</p> <p>Ability to communicate messages clearly and accurately on the telephone and in person</p> <p>Interpersonal Skills</p> <p>Takes pride in the quality of their work and strives for improvement through learning and developing in the role</p> <p>Demonstrates a willingness to follow instruction as necessary</p> <p>Works well with colleagues but also able to work on own initiative</p> <p>An open-minded approach regarding different ways of working</p> <p>Good time keeping</p> <p>Able to attend work at the required times</p>			<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<p>Other requirements</p> <p>An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.</p> <p>Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.</p> <p>Key: App = Application form Pre = Presentation Test = Test Med = Medical questionnaire Int = Interview Doc = Documentary evidence (e.g., certificates)</p>			<p>App/Int</p> <p>App/Int</p>

