

POSITION DESCRIPTION

Job Title:	Residential Construction Supervisor
Context:	Community Housing Limited (CHL) Group of Companies is an innovative and best practice affordable housing organisation which assists access to, develops and manages sustainable housing for people in need. The Design and Construction team develop housing projects in Metropolitan Melbourne and Country Victoria, NSW, Tasmania, South East Asia & Chile.
Responsible For:	Supervising CHL residential construction projects.
Reports To:	Project Manager Victoria
Supervises:	Sub-contractors and other on-site construction workers.
Main Activities:	<ul style="list-style-type: none"> • General building supervision of activities associated with residential multi-unit construction; • A high level of building knowledge and management; • Plan and manage construction activities, sub-contractors and suppliers; • Organise and coordinate maintenance work; • Contribute to design team with advice on construction related issues; • Represent CHL and liaise with all relevant authorities and clients; • Ensure proper implementation and compliance with CHL OH&S management plan; and • Ensuring a client-focused approach. • Other duties as required.
Key Skills & Selection Criteria:	<ul style="list-style-type: none"> • Minimum 3 years experience in a similar role in medium density residential construction; • Trade experience • Proven oral & written communication skills; • Strong interpersonal skills; • Confidence in working without direct day to day supervision; • Ability to use initiative & take direction when required; • Ability to handle more than one task at a time; and • Good negotiation skills & commercial awareness.
Other Information:	It should be recognised that services are in a constant state of development, and some of the above duties may change during the period of employment. A satisfactory Police Check is a mandatory requirement for all positions (to be arranged by CHL).
Internal Contacts:	Construction Manager, other Construction and Design staff, and other CHL staff where necessary.
External Contacts:	Sub-contractors, suppliers, relevant authorities, and clients.
Qualifications:	Trade or Tertiary Qualification, Current Vic Driver's Licence (mandatory).