

## POSITION DESCRIPTION

<b>Position Title:</b>	Site Supervisor		
<b>Reporting to:</b>	Senior Project Manager		
<b>Direct reports: Indirect reports:</b>	N/A	<b>Location:</b>	Christchurch / Otautahi
<b>Date created:</b>	01/2025	<b>Date last updated:</b>	09/2025

### About Us | Mō Mātou

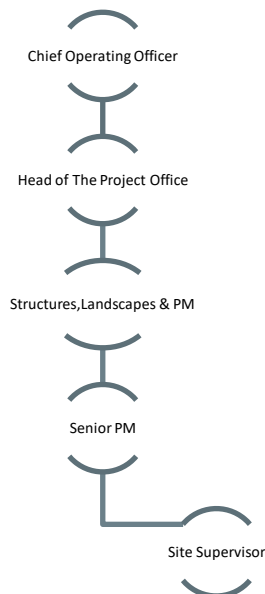
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

**Towards 2030** is Citycare Property’s strategy that defines the ideal future state of our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the **“High5”**. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

### Primary Focus | Te Arotahi Matua

The primary responsibility of the Site Manager is to ensure the safe and efficient delivery of projects overseen by Citycare Limited. By maintaining a strong emphasis on site health, safety, and environmental standards, you ensure that all kaimahi return home safely and that our operations safeguard the environment. Through meticulous management of site resources, project deliverables, and timelines, you will achieve high levels of customer satisfaction, excellent subcontractor engagement, and successful project completion.

### Your Team | Tō Kapa



### Key Accountabilities | Ngā Kawenga Takohanga

<p><b>“Delivering” or “contributing to” the “Toward 2030” Strategy through the “High5” priorities</b></p>	<ul style="list-style-type: none"> <li>• Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities:             <ol style="list-style-type: none"> <li>1. We are for Social Infrastructure</li> <li>2. We are a Good Kiwi Company</li> <li>3. People and Their Safety are at the Heart of Everything We Do</li> <li>4. We deliver a World-Class Service</li> <li>5. We Build, Operate, Maintain, and Renew.</li> </ol> </li> </ul>
<p><b>Client Care</b></p>	<ul style="list-style-type: none"> <li>• Ensure that the project delivery on site meets the client's requirements and project deliverables.</li> <li>• Communicate any requests promptly and make sure the agreed-upon actions are carried out in a timely manner.</li> </ul>
<p><b>Quality assurance and continuous improvement</b></p>	<ul style="list-style-type: none"> <li>• Ensure that site crews and subcontractors adhere to the established quality standards, promptly identifying any deviations and implementing timely corrective actions.</li> <li>• Adopt a proactive approach in identifying opportunities to optimize internal processes, enhance communications, and improve the quality of project deliverables.</li> </ul>
<p><b>Contract Management</b></p>	<ul style="list-style-type: none"> <li>• Understand the conditions of the Head Contract, including the contract scope and its deliverables, and ensure project delivery aligns with these requirements.</li> <li>• Have a good understanding of subcontractor agreements and ensure that subcontract delivery on-site aligns with the contractual terms and conditions.</li> <li>• Stay updated with all contract communications and implement any required actions at the project delivery level.</li> <li>• Provide support in preparing client variations and ensure that approved variations are implemented as part of the project delivery.</li> </ul>
<p><b>Project Procurement</b></p>	<ul style="list-style-type: none"> <li>• Assist with the subcontract agreement preparation, ensure timely communication and subcontract sign-off</li> <li>• Help prepare subcontractor tender packages</li> <li>• Provide support in reviewing subcontractor quotes to ensure alignment with the scope of works</li> <li>• Assist in appointing subcontractors, ensuring all documents are signed off and distributed to all parties.</li> </ul>
<p><b>Project Programming</b></p>	<ul style="list-style-type: none"> <li>• Gain a thorough understanding of the project program, including task interdependencies, start and finish dates, and the resources required to complete each task.</li> <li>• Monitor project progress by updating task completion levels and maintain clear, timely communication with subcontractors about upcoming tasks.</li> <li>• Identify any delays in critical tasks and collaborate with the project delivery team and subcontractors to mitigate any potential delays to the project timeline.</li> <li>• Ensure clear and timely communication with site teams regarding project milestones.</li> <li>• Coordinate subcontractors, materials, and equipment on-site to ensure a sufficient supply of labour, equipment, and materials for timely and efficient task completion.</li> </ul>
<p><b>Cost management</b></p>	<ul style="list-style-type: none"> <li>• Assist the Project Manager in managing Preliminary and General costs by reviewing labour timesheets.</li> <li>• Keep track of materials and equipment used on-site and collaborate with the project team to record and manage site expenses.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Develop a comprehensive understanding of the project SSSP, including the associated risks and controls.</li> <li>• Contribute to the site management plan and ensure it is implemented and followed throughout the project's duration.</li> <li>• Prepare the JSA using CCL templates, communicate them to all site personnel, and ensure they are signed off during site inductions.</li> <li>• Conduct regular site toolbox talks to highlight site risks and best practices for controlling them.</li> <li>• Maintain the hazard register and keep the site hazard boards up to date. Promote a safety mindset on-site, encouraging the reporting of all hazards and the control of associated risks</li> </ul>

<b>Organisational Citizenship</b>	<ul style="list-style-type: none"> <li>• Upholds and exemplifies Citycare Property’s Values every day.</li> <li>• Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities.</li> <li>• Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations.</li> <li>• Participates in the implementation of sustainability and environment initiatives within the business.</li> <li>• Upholds and complies with approved Citycare Property’s policies, plans, and programmes.</li> <li>• Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role.</li> <li>• Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience.</li> <li>• Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely. and supports the best interests of the business.</li> <li>• Establishes and maintains credibility and respect by building strong working relationships across the business.</li> <li>• Develops and supports colleagues, being quick to identify and problem solve any issues.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties of a similar type, as required by the Employer.</li> <li>• From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.</li> </ul>

---

### Health, Safety and Wellbeing | Te Whare Tapa Whā

<b>All kaimahi are responsible for and required to:</b>	<ul style="list-style-type: none"> <li>• Be personally responsible for your own and others’ Health, Safety and Wellbeing at work.</li> <li>• Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way.</li> <li>• Be familiar with Health, Safety and Wellbeing procedures.</li> <li>• Always establish and insist upon safe methods and safe practices.</li> <li>• Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes.</li> <li>• Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.</li> </ul>
<b>All People leaders are personally accountable for:</b>	<ul style="list-style-type: none"> <li>• Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment.</li> <li>• Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace.</li> <li>• Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies.</li> <li>• Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.</li> <li>• Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.</li> </ul>

---

### Key Relationships | Ngā Hononga Matua

<b>Internal</b>	<ul style="list-style-type: none"> <li>• All Citycare Property kaimahi including: <ul style="list-style-type: none"> <li>○ Delivery Manager</li> <li>○ Project Manager</li> <li>○ Site Manager</li> <li>○ Project Coordinator</li> <li>○ Health and Safety Advisors</li> <li>○ Support function staff, including Finance, Administration, People.</li> <li>○ Other Divisional and Branch Staff as required.</li> </ul> </li> </ul>
-----------------	--

<b>External</b>	<ul style="list-style-type: none"> <li>• Customer(s).</li> <li>• Facilities Management.</li> <li>• Tenants.</li> <li>• Subcontractors.</li> <li>• External Suppliers.</li> <li>• General public and business affected by contractors.</li> <li>• Specialist external consultancies and provider.</li> <li>• Professional bodies.</li> <li>• Industry stakeholders.</li> <li>• Other miscellaneous stakeholders and suppliers</li> </ul>
-----------------	---

---

**Qualifications | Ngā Tohu Mātauranga**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• NZQCF Level 4 in relevant subject</li> <li>• Site Safety or similar certification required</li> <li>• Full Class 1 License</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• LBP license</li> <li>• NZQCF Level 7 certificate</li> </ul>

---

**Experience | Ngā Pukenga**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• 3+ years in site management for residential or commercial projects</li> <li>• Strong commercial skills with focus on optimising materials and labour</li> <li>• Experience managing multiple subcontractors and ensuring quality standards</li> <li>• Proficient in Microsoft Office Suite</li> <li>• Excellent oral communication and interpersonal skills</li> </ul>
<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Experience with Procore or other similar project management software</li> </ul>

---

**Agreement | Whakaaetanga**

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

**Signed by Kaimahi (Employee):**

**Date:**

**Signed on behalf of the Employer:**

**Date:**

---

**Disclaimer | Te Whakakape**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.