



Job Description

Position:

Site Supervisor

Reference No.:

C3-JD-10002

Scope of work:

- Review the submittals against specifications, drawings and Codes.
- Prepare the daily report, weekly report and monthly report.
- Prepare and review the site execution plan, including the construction method statement, manpower plan, construction equipment plan and schedule
- Supervise contractors on job site for quality, safety and schedule
- Quantity verification of progress, clearly understand the contractor's work scope.
- Site supervision of construction including unloading, positioning, hookup and commissioning
- Develop Site Acceptance Plan including the method, record and format

Qualification:

- Bachelor Degree in relevant disciplines
- Mechanical, process or electrical background. Be familiar with 3 or 4 systems among the followings: HVAC, WWT, UPW, Vacuum, Piping, Plumbing, Fire Protection, Specialty gas, Bulk gas, Chemical delivery system, High voltage system, Electrical distribution system, Boiler system, Scrubber system, Chiller, Cooling water system, Process cooling water system, CDA system
- At least 4 year site experiences, design experience is preferred
- Verbal and written communication skills with good working knowledge of English
- Capability to finish daily report, weekly report, monthly report in English by starting with template
- Strong capabilities in scheduling, budgeting, safety management, quality control and cost control
- Capability to understand specifications and drawings and to review submittals
- Be familiar with Chinese codes and standards
- Capability to coordinate with contractors and to manage the subcontractors
- Good knowledge of AutoCAD, Microsoft Office

Other requirements:

- Initiative and entrepreneur spirit
- A good team player
- Flexible with relocation
- Negotiable and attractive reimbursement package