

JOB TITLE	SUPERVISOR (HVAC)
DIVISION	PROJECTS
REPORTS TO	GENERAL MANAGER
DATE	26/09/2024

POSITION DESCRIPTION

Position purpose The position is responsible for supervising Benmax on-site HVAC tradespeople to meet project deliverables and contribute to the success of the company.

Main responsibilities

Core responsibilities:

- Promote and model Benmax values and behaviours.
- Supervise HVAC site team.
- Ensure compliance with relevant codes and standards including Benmax WHSEQ systems.
- Participate in internal and external QA audits.
- Improve site efficiency and effectiveness by seeking to continually improve HVAC systems and process in consultation with the Site Manager and Project Manager.
- Work with site personnel, Site Manager, Project Manager and client to ensure job schedules are met, information is communicated and understood, and necessary data recorded.
- Plan effectively to ensure forward work for tradespeople.
- Manage labour costs against project budget.

Position specific:

- In consultation with Site Manager, manage HVAC site logistics including purchasing, deliveries, and crane lifts.
- Attend required meetings: construction, site safety, toolbox.
- Identify obstacles/changes to orders early and get approval from Site Manager or Project Manager before proceeding.
- Manage daily site diary.
- Set KPI's for broader team members and monitor progression.
- Oversee safe and efficient use of company HVAC equipment and ensure timely return to equipment store.

The above list is not exhaustive and the role may change to meet Benmax strategic objectives.

Key Performance Indicators (KPIs)

- Toolbox and Monthly Reports 100% complete
- ITPs and QA
- 100% adherence to Benmax WHS procedures

Knowledge, skills and abilities

All roles:

- [Level 3 core competencies](#)

This position:

- Ability to liaise, influence and work with main contractor, consultants and other trades (essential).
- Ability to supervise, direct and motivate site staff (essential).

- Ability to read, comprehend and build to specifications and drawings (essential).
- Highly developed knowledge of construction and safety competencies.
- Highly developed competence in hazard management and administering first aid.

Qualifications

- Certificate III in Plumbing or Air-conditioning and Refrigeration (essential).
- Current First Aid certificate (desirable).
- WHS for Managers (Certificate IV WHS or equivalent) (desirable).

Industry membership/s

Not applicable

Experience

- Five years' post-trade experience