

# Furbish Company

LIVING ROOFS | LIVING WALLS

<b>Site Supervisor - Operational Tasks</b>
Reviews scope upon getting briefed by PM. Quickly understands all scope, plans, specs, correspondence, context for executing job.
Initiates introduction to client to establish relationship. Reviews scope, site conditions, schedule, safety, payment terms, and any other relevant issues to understanding the client objectives, expectations, and logistics matters.
Develops plan for executing, reviews plan with PM, achieves PM's buy-in to that plan. Approaches the job with intent to make PM's life as easy as possible and make him/her successful.
Understands all safety requirements of the client. Understands all safety requirements of us. Takes appropriate measures to make project fall proof and safe in all aspects.
Maintains contact info for all deliveries, labor, services, client, etc. that may be necessary on the job.
Develops full understanding of site conditions quickly and keeps on top of any changing conditions.
Coordinates all logistics for tooling, materials, labor, and all issues related to mobilization to the job.
Manages crews effectively. Always in controls of the project. Laborers have clear direction and are motivated to get the job done efficiently. Crew members respect and desire to work under you is apparent.
Maintains any records needed by PM in timely, organized manner. Keeps daily project journal always.
Leaves site clean, protected, tidy, safe every day.
Maintains company property as if it were your own. Protects and maintains tools and equipment. Puts things away in manner that they are ready to use immediately for next job.
Keeps warehouse and company materials/supplies in tidy order and ready for use.
Delivers safety, education, technical correctness, quality control, client perception on each and every job.

<b>Site Supervisor - Skills</b>
Organized. Can set appropriate priorities and structure work so as to minimize time consuming dead ends.
Self initiating. Can sniff out opportunities and find way to pursue. Doesn't wait for new angle or direction to be identified by others. Makes logical hypothesis and then pursues them.
Shrewd. clever at understanding various positions and determining the match between what is desired by the client and how we can deliver. Or, if we can't, determining that very rapidly.
Anticipates - Can we see several steps ahead? Can we anticipate problems far enough in advance that allows steps to avoid them? Can we predict how various parties will react to any aspect of our work?
Judgment - Adept at balancing our objectives for quality, client satisfaction, and margin. Understands major vs. minor factors quickly. Knows when to be resourceful and just get things done vs. asking for help. Both have their place.

<b>Site Supervisor - Learning</b>
Creates follow-up systems for quantifying "how we did" - budget and client satisfaction and our internal quality standards.
Tracks tangible success measures and analyzes results. Reviews job specific variance report generated by estimating.
Creates hypothesis for cause/effect.

<b>Site Supervisor - Innovation</b>
Seeks creative approaches to improve margins and quality and client satisfaction simultaneously. Seeks improvements in material handling, materials in general, labor methods, labor sources, etc.
Develops experimental/creative ways to test hypothesis (from "Learning" above) to see if effective results can be expected.

<b>Site Supervisor - Tools</b>
Excel - Is skilled at using Excel and can rapidly learn new aspects of Excel to develop computations and layouts that benefit analysis and presentation.
Outlook - Uses contact management effectively. Keeps up to date. Leverages all contacts with ease.
Word - Can use the software to format proposals and other information in professional manner. Can envision the presentation desired and then make it happen using the software.