



Groundwater and Soil Solutions
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Vacancy: Field Supervisor

GASS has a vacancy for a Field Supervisor. The position will be based in Kwa-Zulu Natal.

Role Summary

Responsibilities include managing projects. Ensuring projects run smoothly and clients' needs are met on site. Liaising with the client regarding projects and keeping healthy client relationships. Ensuring staff are performing their duties timeously, safely and with a high quality of work. Performing manager and supervisor rules with regards to projects. Taking care of HIRA and HSE on site work. Inspecting completed site work to ensure quality. Ensuring staff are working on site and being safe. Perform all aspects of Project Management. Ensuring equipment is maintained and repaired timeously.

Tasks and Responsibilities:

Environmental Project Managers/Supervisors are to ensure general labor activities associated with hazardous and non-hazardous site investigations, site remediation, equipment, and facility decontamination, monitoring well installation and emergency response activities are carried out timeously and safely. They are to ensure projects are on track and within budget (excepting unexpected delays and breakdowns). They are to ensure site work moves smoothly and tasks that can be completed simultaneously are. Ensure the HSE legislation is adhered to and that employees are aware of their rights regarding safe working practices. Ensuring staff are performing required audits and checklists for vehicles and equipment and reporting faults immediately to superiors. Ensure a clear line of communication between themselves and the Managing Director. Perform all project management tasks associated with the project.

Environmental Project Managers/Supervisors duties include, but are not limited to the following tasks:

- Ensuring Field Technicians perform general labor tasks, including direct contact with the hazardous/non-hazardous chemicals using supplied appropriate PPE.
- Utilize training (KBC, Induction, First Aid, and Driving) to appropriately identify known chemicals and hazards communicate these hazards with the site client and perform JHAs for these hazards.
- Travel as necessary to meet the demands of client needs. This may involve out of town duties.
- Ensure proper maintenance and operation of light/heavy equipment, by properly trained and qualified field technicians. This equipment includes all equipment from hand tools to large drill equipment.
- Possess the ability to wear all necessary PPE including respirators, SCBA and full encapsulating suits if required.
- Adhere to and ensure all staff adhere to all issues as stipulated in the company vehicle policy.
- Accurately complete and submit all necessary paperwork, such as:
 - field sheets within two days of the project being completed,
 - daily dispatch sheets,
 - petty cash items by last Friday of the month
 - weekly timesheets by last Friday of the month
 - expense claims by the last Friday of the month
 - vehicle logbooks by last Friday of the month with project numbers

- Delivery and pickup of items, documentation ensuring accurate capture of what the item/documentation is, who requested the transport of the item, who received the item, and obtaining proper signatures.
- Manage various products and merchandise responsibly while in the act of loading, unloading, or transporting items, ensuring that cargo is properly secured to avoid damage.
- Employee must accept responsibility for proper use and maintenance of keys and equipment.
- Work extra/overtime hours as needed according to company workload.
- Operate vehicles and equipment safely and responsibly, as assigned.
- Respect and maintain the relationship of trust required to obtain a high level of security access to offices, homes, and properties of company personnel without supervision.
- Be willing and able to perform tasks without direct supervision that may require physical labor, and possibly the use of hand tools. This work may need to be performed both indoors and outdoors even in inclement weather.
- Dress in a fashion that enables the employee to complete the daily tasks, while maintaining a professional and appropriate appearance.
- Report any defect or damaged equipment as soon as practically possible – not later than 2 days after the incident.
- Complete pre-use vehicle inspections and fill in form prior to use and ensure staff perform pre-trip vehicle inspections.
- Complete all other tasks as assigned.

Qualifications/Knowledge, Skills and Experience

- Demonstrate dependability and self-motivation.
- Be able to frequently lift weights up to 25 kilograms.
- Understand and communicate in English.
- Exhibit leadership skills.
- Maintain high level of personal integrity and reliability.
- Be medically fit and sound of mind.
- Have a clean police clearance record.
- Always have a valid driver's license
- Maintain good physical condition that will enable you to stoop, bend, twist, and perform other motions, requiring strength and endurance when performing manual labor indoors or outdoors.
- Have good planning and organizational skills.
- Have good record keeping skills.
- Be competent with the use of Microsoft office.
- Be computer literate.
- Diploma/Bachelor's Degree: Earth Science or similar, or training with certification completed within the Earth Science field
- Previous work experience in a supervisory position or field operations experience

Total Cost to Company Package will be negotiated according to the candidate's knowledge and experience.

Only candidates that meet the above requirements should submit their CVs to careers@gcs-sa.biz.

Should you not receive any communication within 2 weeks of the closing date, please consider that your application was unsuccessful.