

Site Supervisor / Agent (Heritage & Construction)**Full Time – Permanent | Essex****Immediate Start****Job description:**

USL is currently recruiting an **experienced Site Supervisor / Agent** to join our growing team. Must have proven experience in heritage, conservation or construction projects. This key role involves managing daily site operations, coordinating trades, and overseeing sensitive works such as stone masonry repairs, roof restorations, external scaffold work, internal refurbishment and more. Must be able to manage multi-sites and various trades, covering Sussex, Kent, Essex, Suffolk and London.

The ideal candidate has strong site supervision skills, knowledge of traditional building methods, and a passion for preserving heritage. If you enjoy teamwork and solving complex challenges, we'd love to hear from you.

The Company:

Universal Stone Ltd (USL) is a principal contractor that undertakes a wide variety of specialist restoration projects. Our contracts include high-end joinery, structural stabilisation, brickwork, re-roofing, refurbishment as well as our traditional stonemasonry all brought together to provide a premium quality solution for our clients.

Working throughout London, Southeast and South; our portfolio speaks for itself, including landmark projects on listed buildings, castles, places of worship, academies, museums, monuments, and structures of social significance. We pride ourselves on our exceptional level of service, expertise, attention to fine detail and high quality of work.

Responsibilities:

As a Site Supervisor, you will be reporting to the Contracts Managers/Directors and working directly with the Senior team.

Key Responsibilities/Role:

- Oversee day-to-day site operations, ensuring work is delivered safely, on time, and to a high standard
- Coordinate and supervise tradespeople and subcontractors onsite
- Ensure compliance with all relevant health & safety legislation (including CDM regs)
- Work closely with contracts managers, clients, partners and suppliers to maintain workflow and resolve site issues
- Manage Quality, Programme and Schedule of works
- Prepare and monitor of construction phase programme
- Monitor progress, manage site documentation, and support reporting
- A strong ability to notice, understand and control variations/change as they get requested and instructed by the project design team and feeding upstream conclusive information to the senior management team as to ensure they are not overlooked or missed
- Executing contractual forms of communication by way of RFI's, CVI's and CAI's/AI's to ensure projects are fulfilling these protocols correctly with the support of the senior management team
- Maintain the job files with all correspondence
- Conduct regular inspections to ensure work meets quality and spec requirements
- Preparation and attendance at site meetings
- Assist with the logistics, planning and procurement of specialist elements including materials, equipment and finishes.
- Insistent on high quality work at all times and appreciate the highest of standards in conservation.
- Be able to get the best out of a team.

Qualifications:

- 5+ years' proven experience in construction management and supervising teams on-site
- Must have a good knowledge of a wide range of trades

- Stonemasonry experience (ideal but not essential)
- Must have SSSTS
- Degree or HND/HNC background preferred but not essential
- Must have clean driving licence
- First Aid Certification
- Strong leadership skills with a focus on safety and compliance
- Excellent communication and interpersonal skills to coordinate with various stakeholders
- Knowledge of construction processes and regulations
- Ability to manage multiple tasks and prioritise effectively
- Strong literary, numeracy skills, good knowledge of Outlook/Word/Excel etc.
- Experience of stone industry and/or restoration/heritage works is beneficial

Skills:

- Excellent time and people management skills
- Self-motivated and a pro-active approach is essential
- Good understanding of safety procedures
- Practically minded with an eye for detail, self-motivated, reliable, able to organise workload and meet deadlines
- Previous experience with cataloguing site meetings/inspection using construction Apps such as 'Site Audit Pro' or similar
- Work well under pressure and as part of a team
- Good organisational skills with ability to produce clear documentation to colleagues or clients alike
- Attention to detail to achieve work of top quality
- Take pride in delivering 'Best Practice' in all that you do

Salary negotiable subject to experience (Competitive Salary + Package)

The role is site and office-based and involves regular travel to and from project sites. A full driving licence is essential. USL head office and stone workshop is in Battlesbridge, Essex SS11.

Our mission is to protect and enhance the character of listed buildings while delivering meaningful, high-quality environments for public and community use.

Visit our website to discover more about our specialism and extensive portfolio of project:

<https://universalstone.co.uk>

Please send your CV or enquiries to:

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Company Address:

Grange Farm Business Centre, Woodham Rd, Battlesbridge, Wickford, Essex SS11 7QU

Office Hours: 08:30-17:30