

## TERMS OF REFERENCE

### SITE SUPERVISOR

<b>Project Code:</b>	133.01.1
<b>Title:</b>	Site Supervisor-Environmental [Individual]
<b>Reporting to:</b>	Project Manager, VI Recovery and Development Agency (RDA)
<b>Location:</b>	Tortola, British Virgin Islands
<b>Duration:</b>	Four (4) months [Site Supervision - 3 months and Closeout – 1 month]

### 1. BACKGROUND

The Virgin Islands Recovery and Development Agency (RDA) is implementing the Derelict Vessel Removal Project to support environmental restoration and improve safety and aesthetics in the Sea Cows Bay Harbour. The project entails safe removal, processing, and disposal of abandoned and hurricane-damaged vessels. Environmental protection and management are central to the implementation strategy.

To support the successful execution of the works, RDA seeks to engage a Site Supervisor with an environmental background to oversee day-to-day activities on site and ensure adherence to environmental standards and best practices.

### 2. OBJECTIVE

To oversee and coordinate all on-site activities related to the removal of derelict vessels, ensuring that operations are conducted in compliance with the approved project scope, environmental regulations, and occupational health and safety standards on behalf of the Client. The Site Supervisor will be responsible for maintaining effective communication among project stakeholders and ensuring timely, safe, and environmentally responsible execution of the works.

### 3. SCOPE OF SERVICES/RESPONSIBILITIES

The Site Supervisor will:

- Monitor daily site activities related to vessel removal, processing, and disposal.
- Ensure the contractor's compliance with the approved Health and Safety Plan, and project schedule Environmental Management Requirements (EMR) (*see Annex B EMR attached*).
- Function as the primary liaison between the contractor and the RDA team on site matters.

- Coordinate closely with the Environmental Specialist to verify that environmental mitigation measures are implemented and documented appropriately.
- Keep records of work progress, incidents, environmental observations, and any deviations from plan.
- Support the resolution of minor on-site issues, escalating to the Project Manager or Environmental Specialist as required.
- Participate in site meetings, inspections, and community briefings as needed.
- Assist with verification of contractor claims related to environmental safeguards or site conditions.
- Submit concise weekly reports and maintain a daily site logbook.

#### **4. QUALIFICATIONS**

- Diploma (or equivalent experience) in Marine Operations, Environmental Science, Civil engineering, Construction Management, or related field.
- Environmental awareness or spill response training is preferred.

#### **5. EXPERIENCE**

- Minimum of 3–5 years of supervisory experience in marine, construction, or environmental cleanup projects.
- Proven experience managing or supporting vessel salvage, removal, or demolition works.
- Familiarity with maritime regulations, environmental compliance requirements, and waste disposal procedures.
- Demonstrated ability to manage on-site teams and coordinate with contractors, government agencies, and other stakeholders.

#### **6. SKILLS AND COMPETENCIES**

- Strong leadership, organizational, and critical thinking skills.
- Excellent communication and reporting skills.
- Ability to interpret technical drawings and method statements.
- Proficient in record-keeping, incident reporting, and progress tracking.
- Capable of working in challenging marine environments and under tight schedules.
- Physically fit and capable of working in outdoor/marine conditions.
- Possession of a valid driver's license and reliable transportation.
- First Aid/CPR certification is an asset.

- Possess strong swimming skills.

## **7. REPORTING & SUPERVISION**

- The Site Supervisor will report directly to the Project Manager at the RDA.
- The Site Supervisor will coordinate closely with the Environmental Specialist and will support verification and documentation related to environmental compliance.