

Job Description

Business Area	Operations
Post Title	Supervisor
Grade	8
Reports To	Senior Supervisor
Date of Issue	April 2024

Job Purpose

To be responsible for the efficient and effective running of highways operational activities, including quality, environmental and safety obligations. The role will provide day-to-day supervision of highways and construction works with oversight of both operatives and subcontractors.

The postholder is required to participate in an out of hours call out rota to respond to emergencies and winter maintenance activities.

Main Duties and Responsibilities

1. Responsible for the day-to day management of works programmes within the agreed specification. Oversight will include safe systems of work, ensuring compliance with all Health and Safety requirements and dealing with day-to day-issues.
2. Responsible for relevant IMS (Integrated Management System) procedures being undertaken, including but not limited to safety inspections, site inspections and inductions.
3. Develop and maintain Health and Safety plans including the identification of risks and ensuring control methods are in place for safe practice
4. Work collaboratively with partner organisations and stakeholders during the works programme to provide feedback and progress updates (including attendance at ECI Meetings).
5. Responsible for the planning and programming of materials, plant and labour on a daily basis whilst collating costs to support the meeting of financial targets and ensuring crews are meeting depot exit/return times.
6. Responsible for the line management of operational staff including the undertaking of relevant people management processes, escalating to the Senior Supervisor in complex cases.
7. Motivate, coach and mentor staff to develop skills, including provision of support to the Trainee Supervisor post
8. Record site measurements and ensure valuations are generated within the agreed timescales
9. To assess traffic management and ensure all works align to legal streetworks requirements.
10. Responsible for accurately recording and monitoring works/data in relevant systems for audit purposes.
11. Participate in an out of hours call out rota to respond to emergencies and winter maintenance activities.

12. Actively foster a positive staff morale
13. Ensure daily briefings to all operatives and subcontractors are carried out
14. Ensure that the PDR process operates effectively within your team and that end of year reviews are completed and submitted within the NY Highways timescales.
15. Manage your team in line with all the NY Highways policies and procedures and ensure that employees are aware of their obligations under these.
16. Fulfil your health and safety management role as detailed in the NY Highways Health and Safety Policy, organisational statements, and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
17. Work in line with all NY Highways policies and procedures and be aware of the obligations for employees under these.
18. Behave according to the Employee Code of Conduct and be aware of employee responsibilities under the Code.
19. Behave according to the Behaviours Framework.
20. Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect oneself and others.
21. Undertake any other duties of a similar nature that may be required from time-to-time.

Person Specification

Criteria No	Criteria Description	Essential (E)	Desirable (D)
Qualifications & Education			
	To hold or be willing to undertake training for Winter 6159 Supervisor Unit 621	E	
	Traffic Management TM1, TM2 and T7	E	
	To hold SSSTS or be willing to undertake once in post		D
	Graduate Engineer in Civil Engineering or possess a HNC in Civil Engineering or NVQ4		D
	Accredited qualification (i.e. Lantra, city and guilds) in Highway maintenance, or relevant work experience		D
Knowledge & Experience			
	Substantial experience in highway construction as a ganger or equivalent or related activities.	E	
	Good understanding of Quality Assurance	E	
	Working knowledge of The Manual of Contract Documents for Highway Works	E	
	Good knowledge of NEC forms of Contract.		D
	A working knowledge of implementing relevant health and safety legislation	E	
Skills			

	Able to problem solve and make evidence-based decisions	E	
	Developed communication skills to influence, persuade and motivate others	E	
	Able to operate using initiative to make decisions within agreed procedures	E	
	Able to accurately complete record sheets, paper or electronic	E	
	Ability to work collaboratively with employees and other stakeholders	E	
	To understand and be responsible for own safety, plus that of those around them	E	
	Good IT skills with the ability to use MS Office packages such as word and excel and willingness to learn specific required systems	E	
Personal Attributes			
	Able to work as part of a team	E	
	Flexible approach to working time arrangements	E	
	Willing to undertake training relevant to the role	E	
Other Requirements			
	Able to work as part of an out of hours call out rota, including evenings, during the night, weekends, bank holidays (unsocial hours)	E	
	Able to undertake the physical requirements of the post	E	
	Able to work outdoors in inclement weather conditions	E	
	Able to respond to call outs at short notice	E	