



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Project Site Supervisor	Role Profile Number: OPN74
Grade: N Salary:	Date Prepared: December 2013
Directorate/Group: Economy & Development	Reporting to: Design Project Manager
Structure Chart attached:	No

Job Purpose

- Undertake the site supervision and inspection of contractor's highway construction works to ensure that the works comply with the design and construction requirements as set out on the contract drawings and Specification within the Contract documents.

Key Accountabilities

- Direct & supervise ground investigations associated with highway works including CBR tests, assess test results to determine if the proposed construction requires revision and issue of appropriate instructions to the contractor.
- Ensure sampling and laboratory testing of constructional materials is undertaken at appropriate work stages, check analysis data complies with specification and when necessary determine remedial works required.
- Undertake site supervision and inspection of:
 - new roads and highway improvement schemes;
 - structural maintenance schemes including resurfacing, surface dressing and micro asphalt schemes;
 - sewerage/highway drainage construction and renovation;
 - car parks and park and ride sites;
 - structures
- Ensure compliance with the contract specification including the issue of site instructions to contractors.
- Maintain site records including contractor's resources, works measurements, and calculation of quantities.
- Monitor works and prepare regular progress reports for the Project Engineer/ Project Manager.
- Ensure contractors comply with all statutory regulations including Health & Safety New Roads & Street works Act and Chapter 8 signing & guarding.

- Undertake consultation and liaison with affected landowners, members of the public, and Council Members during the construction phase of engineering projects including the receipt, investigation and resolution of complaints that arise.
- Promote safe working practices at all times and ensure the Council's policy on Health and Safety matters is implemented.
- Identify defective works and ensure remedial works are undertaken to a high standard.
- Provide technical assistance and support to the Highway Asset Management and Project Delivery teams, and professional services partner in the development of works and material specifications.
- Procure from the Council's direct works contractor minor and emergency maintenance works.

Supplementary Accountabilities

- Prepare and present reports relevant to the work of the post.
- Identify the need for and convene site and office based meetings between developers, contractors and Council officers.
- Ability to travel across the Borough for meetings and site inspections, ability to drive.
- Undertake out of hours inspections and if necessary.
- Assist with compiling information pertaining to third party damage of highway assets and ensure all cost are suitably recovered.
- Liaise with other operational highway departments to ensure issues are dealt with in an efficient and timely manner.
- Ensure traffic management on schemes is in accordance with relevant guidance and undertake regular on site checks for relevant schemes to ensure this is maintained.
- Undertake assets surveys for the purpose of holding a current and accurate inventory of all asset types.
- Working with the Senior Engineer/Engineer assist in compiling planned priority work programmes.
- Provide support to the Highway Compliance Team including site visits and liaising with Businesses and residents

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Substantial experience in site supervision and highway construction.
- Knowledge of health & safety legislation relating to construction works.
- Ability to interpret drawings and specifications.
- Substantial knowledge of construction materials and their application.
- Ability to utilise up-to-date technologies to best effect.

Qualifications

- HNC/ONC or vocational qualification or equivalent compensatory experience.
- Membership of ICOW (preferred).
- CSCS qualified (preferred).

Decision Making

- Makes decisions on acceptability of quality of new highway or improvement works.
- Makes decisions of conformity of works to drawings and specifications.
- Makes judgements on safe working practices.
- Assists in making decisions arising from unforeseen conditions on site.

Creativity and Innovation

- Ability to innovate and create ways of overcoming site difficulties and anomalies and co-ordination of works.

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• None Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Construction activities	Budget Holder Responsibility Asset Responsibility: In-direct responsibility for works to the highway asset circa £1.26b.	No .
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Contacts and Relationships (*how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council*)

- Contractors and SBC operational staff.
- Officers, designers, asset engineers.
- Members of the public.
- External consultants.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- Regular outdoor work.
- Potential verbal abuse and aggression from people.
- Working in the close proximity of hazardous materials.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	