



## Role Profile

<b>Job Title:</b> Apprentice Site Supervisor	<b>Grade/ Level:</b> Apprenticeship	<b>Post Number:</b> N/A
<b>Directorate:</b> Economy & Development - (New Eastern Villages Team)		<b>Date Prepared:</b> November 2020
<b>Role reports to (Job Title):</b> Senior Quantity Surveyor & Contracts Manager		

### Job Purpose

To assist the Construction Project Manager and Site Supervisors with:

- Supervision of highway construction works to ensure compliance with appropriate standards e.g. the Design Manual for Roads and Bridges (DMRB) and other local standards
- Maintaining highest standards of health and safety on the construction site
- Review and maintenance of contract drawings / specification document records
- Legal processes for highway works and road space bookings
- Diversion of Statutory Undertakers' equipment (Utility companies infrastructure e.g. gas / electricity / water supply / fibre optics etc.)
- Gain NVQ Level 4 qualification of Construction and Built Environment whilst studying on day release

### Key Accountabilities

To work closely with the Construction Project Manager and Site Supervisors to gain experience on: construction methodology, construction drawings and material testing.

Assist with monitoring of material sampling and laboratory testing of construction materials.

Develop an understanding of:

- Construction of new roads and highway improvement schemes
- Highway maintenance and resurfacing schemes
- Highway drainage construction
- Maintenance of site records including: construction diary, progress photographs, contractor's resources, works measurements and calculation of quantities.
- Monitoring works and preparation of progress reports for the Construction Project Manager and Site Supervisors.
- Statutory regulations including: Health & Safety, Highways Act, New Roads & Street works Act, Traffic Signs Manual

- Safe working practices and compliance with the Council’s Health and Safety policies
- Understand risk assessment of activities and the importance of behaviours in safety-critical environments
- Understand different construction methods and materials
- Understand management principles and the project management lifecycle
- Understand the importance of project planning and resourcing and be able to analyse different techniques
- Able to define the quality required on a finished construction project identification of defective work and appropriate remedial actions
- Undertake private study to pass Construction Skills Certification Scheme (CSCS) examination for apprentices (this will be required prior to any site work)
- Be able to contribute effectively to meetings and present information in a variety of ways including oral and written
- work independently and within a professional team

**Knowledge & Experience**

Candidates must demonstrate a willing attitude to:

- gain experience in site supervision and highway construction

This Apprenticeship will include the knowledge, skills and behaviours typically required to achieve Technician status or the equivalent with the industry’s recognised professional bodies. The final assessment process for this Apprenticeship will typically be representative of the review process required for professional registration.

**Minimum Qualifications**

To include five grade 4 GCSEs or equivalent, including: Mathematics, English and a Science; or a Level 2 Apprenticeship

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p>	<p>No</p> <p>.</p>
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## 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, 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.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	