



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Scheduled Highways Supervisor	Role Profile Number: HI6426v2
Grade: N Salary:	Date Prepared: January 2014
Directorate/Group: Highways & Transport	Reporting to: Highways Maintenance Manager
Structure Chart attached:	No

Job Purpose

The post holder is to play a key role in delivering highways and transport construction works and prioritising works and staff by supervising activities completed by construction operatives.

To coordinate and control Highways Teams and tasks ensuring all requirements are carried out efficiently, effectively and safely.

Key Accountabilities

- Under the direction of management, supervise and control all Highways teams and tasks, ensuring compliance with the procedures and policies of the Highway Constructions works section and relevant legislation.
- Monitor departmental resources to deliver cost-effective services in line with value-for-money principles. This includes ensuring all staff and materials required are in place to fulfil daily requirements ensuring all materials plant and vehicles are required, fit for purpose, correctly issued and used in accordance with manufacturers recommendations.
- Assist in the selection and development of staff, following agreed policies and procedures, to maintain an effective and efficient workforce capable of meeting required objectives. Manage any staff in accordance with all relevant policies and procedures, taking action to ensure that key issues are dealt with (for example, sickness absence and disciplinary procedures).
- Ensure departmental documentation is completed, maintained and stored in compliance with relevant legislation and Highway Constructions works section processes and procedures as required.
- Plan, control and complete all health and safety, quality assurance or other management procedures as

required. Any non compliance should be dealt with as specified in the appropriate procedure.

- Responding to all insurance claims, information requests, customer complaints and enquiries in accordance with the requirements and timescales set down in any specification, contract or policy.
- To deputise for the Highways Maintenance Manager or to cover other departmental roles as required
- Represent Highway Constructions works section at Site Meetings as required
- Ensure all extra works are recorded in order that variation orders can be pursued.
- To assist in the preparation of work risk assessments and method statements in accordance with safety plans and health and safety legislation
- Develop supply chain solutions & monitor contractor performance & procurement methods
- Develop & deliver audit regimes for contractors to ensure contractor performance including identification of available costs.

Knowledge & Experience

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

Minimum

- Basic IT experience in MS Office with the capability to use Council IT systems once trained
- LGV Driving licence

Qualifications

Minimum

- CSCS Construction Skills Certification qualification

Preferred

- Experience of supervising Highways operations
- Streetworks Accreditation for Supervising (Street Works Act)
- Streetworks Act – Chapter 8 (Signage and Guarding)
- Plant Operators Licence
- City and Guilds Winter Maintenance Certificate
- HGV Driving licence

Decision Making

- Required to make any decisions relating to the management of staff where possible within the scope of the services.

- Decisions appropriate to respond to residents’ complaints and comments on service.
- Assessing the quality and safety of work.
- The post holder will have regular access to a manager and is expected to work largely independently in its area of responsibility.

Creativity and Innovation

- The skill to resolve problems and react to demands of the service
- Requires good communication skills to explain solutions to others
- Ability to act on own initiative and correspond with residents helping to explain problems and solutions
- Ability to prioritise in a constant changing environment

<p><u>Job Scope</u></p> <p>Up to 30 Highways Operatives + Sub contractors</p> <p>Typical tasks supervised/allocated to others:</p> <p>Highways Maintenance Tasks</p>	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>4 vehicles</p>
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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)*

Verbal and written contact with SBC employees, members of the public and external clients

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)*

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Company to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within SBC Health and Safety Policy

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