

Surfacing Supervisor Job Description

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Document Owner: Business Improvement Manager

Job Title: Supervisor

Reporting to: Contract Manager

Location: Various site based locations as required by the company

This job description defines the overall purpose of the job, the key tasks and end results required to fulfil the purpose of the role. All contractual requirements of the job are contained in the individual contract of employment, including location, territory, hours of work etc. This job description is subject to periodic revision and is there to assist managers in developing their staff and employees to understand the requirement of their job.

Scope

- Ensure that works are carried out in a safe manner in accordance with the company Integrated Management System with due regard for the public, customers and other site employees.
- Understand the form of contract we are working to and check that appropriate management system is in place.
- Ensure that work is carried out in accordance with the quality requirements of the specification.
- Direct individual foremen, planning future workload to meet the targets of the contract plan and monitoring production.
- Place timely and accurate orders for materials and plant to ensure efficient production balancing cost against client value and adherence to standards.
- Ensure that accurate site records are maintained and where necessary measuring and valuing work, liaising with the surveyor and the customer representative.
- Manage the plant and equipment requirements. Ensuring it is procured in good time for the work, used in a correct manner, inspected and maintained in accordance with company requirements and removed from site when not required.
- Liaise with customer representatives on site and consult with the contract or area manager always seeking innovation and improvements.
- Carry out job reviews with a view to successfully develop gang members to provide sufficient skills to meet contingencies such holiday relief or sickness cover. Recruit additional operatives when required, carryout interviews and assessments.
- Ensure operatives and foremen adhere to company rules and policies. Report any failure to comply to the Contracts Manager so that appropriate action can be taken.
- Carry out any other tasks from time to time reasonably requested by the company

Responsibilities

1. Planning

- Time management of self and others, ensuring all duties are completed in a timely manner.

KPI's (Key Performance Indicators) – To be reviewed and updated monthly as a minimum

Health & Safety

- Target zero harm.
- Cardinal Rules.
- Report near hits
- Collect accurate information for incident reporting should the occasion occur

Deliver Results

- Maximise outputs and seek to improve productivity
- Reduce waste materials and off-hire unused plant or equipment
- Undertake health & safety inspections
- Ensure a high quality of workmanship is delivered on each scheme.

Knowledge, Skills, Attitudes

Area Essential

(for new starters only)

- Detail conscious and accuracy
- Self confidence
- Self motivation/initiative
- Team working
- Interpersonal skills
- Organisation and planning/time management
- Product knowledge
- Company structure, functions relevant policies and procedures
- Public relations

Performance Measurement

1. Successful completion of Induction Training (see Induction Checklist)
2. Measurement against KPI's
3. Job Review