JOB DESCRIPTION

JOB TITLE: Senior Works Supervisor  
GRADE: GR 4  
NO OF POSTS: 6.0  
DIVISION: Transportation and Connectivity  
SECTION: Infrastructure Delivery

1.0 JOB PURPOSE

1.1 To assist in the directorate functions relating to the transportation network and other infrastructure works in implementing contract, conditions and other agreements and to lead in the control of site safety and quality control on construction sites and delivering a service to internal and external clients of the Infrastructure Delivery team.

1.2 To monitor the activities of developers and other third parties on site in relation to the construction of wider transport schemes and S278/38 highway works and to ensure compliance with relevant safety and construction standards and to protect the integrity of the highway assets.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To undertake the duties as specified in the condition of contract and other agreements and assist in the implementation of specific projects, programmes of work and services and apply design and engineering standards to the delivery of infrastructure projects within timescale, budgetary constraints and any contract conditions including those of third party transport delivery agents and private developers.

2.2 To ensure that a consistently high standard of quality control and supervision is maintained for each contract and third party project, by site reviews with due regard to construction, health and safety legislation and, if appropriate, cessation of works.

2.3 To undertake specification and material checks, monitor and record contractors work and performance as specified within infrastructure works including those of third parties and developers to ensure that work elements are constructed in accordance with Contract drawings and specifications.

2.4 To identify site technical problems and prepare, evaluate and recommend options and costs together with relevant drawings and/or documentation for city council infrastructure projects including the preparation of project information, briefs and/or reports on a range of issues to the appropriate bodies/organisations.
2.5 Assist with the liaison with developers, outside consultants, other Local Authorities on construction on site of highway works associated with the work of Private Developers and to develop and maintain good working relations with key stakeholders/partners.

2.6 To provide “value engineering” solutions to infrastructure projects during design and implementation stages and assist with developing, assessing and achieving performance measures at project/service specific level.

2.7 To monitor Health & Safety issues of Construction sites in accordance with the current codes of practices, regulations and legislations and respond appropriately to non-compliance.

2.8 To discharge the relevant obligations of the Highways Act, Chapter 8 and highways specifications applicable to construction works.

2.9 To assist in the implementation and review of operational practices, systems and procedures.

2.10 To liaise with customers and stakeholders in professional, responsive and focused manner and comply with requirements relating to customer engagement and service.

2.11 To operate in-house IT systems and computer design packages.

2.12 To participate fully and actively in all training and developments activities, including managing own development and assist in the development of staff.

2.13 To adhere to the Quality Management System.

2.14 To provide solutions and ensure compliance with Standing Orders, Financial Regulations and legislative requirements.

2.15 To have an understanding of and ability to apply the CDM Regulations and act as CDM Coordinator and apply good Health & Safety practices.

2.16 To represent the interests of the City Council as required and to undertake work outside normal hours. This may include attendance at meetings.

2.17 To undertake design duties commensurate to the grade as required for the service delivery.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED
3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION
Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

Contacts

Members of Parliament, elected Members and Officers of Birmingham City Council,
Contractors and external organisations.
Regional and Local Partnerships
Other public sector agencies
Private developers and landowners
Professional consultants, agents etc.
Other private sector organisations
Other stakeholders
Voluntary bodies and charities.
General public either as individuals or in organisations
Person Specification

Post: Senior Works Supervisor          Grade:      GR4
Division: Transportation And Connectivity    Section: Infrastructure Delivery
Directorate: Economy

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td>Education/Qualifications</td>
<td>MICWCI (Member of the Institute of Clerk of Works and Construction Inspectorate of Great Britain inc) or equivalent. Or Educated to BTEC Higher national (NVQ4) in relevant discipline or able to demonstrate equivalent standard or experience.</td>
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NB: Full regard must be paid to overseas qualifications.
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<th>Experience (Relevant work and other experience)</th>
<th>Knowledge and Experience</th>
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<tr>
<td>1. Experience in the construction and implementation of highway, traffic management and infrastructure related schemes and undertaking duties as required by the Conditions of Contract and other Agreements.</td>
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<td>2. Experience in inspecting, recording and reporting work relating to construction works.</td>
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<td>3. Experience in identifying and resolving problems of a technical nature.</td>
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<td>4. Experience of providing specialist professional / technical advice in one or more relevant subject areas related to construction and materials.</td>
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<td>5. Experience in the use of current design standards and DMRB application.</td>
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<td>6. Experience in the application of CDM regulations and to manage H&amp;S related obligations</td>
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<td>7. Experience in meeting with the general public, contractors’ staff and statutory undertakers’ representatives to discuss, develop, resolve and implement solutions.</td>
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<td>8. Extensive experience in implementing civil engineering highway works, including assessing temporary traffic management solutions.</td>
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<td>9. Taking a leadership role in health and safety training with instruction to staff and developers agents.</td>
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<td>10. Experience of managing projects and annual programmes to agreed timescales.</td>
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<td>11. Experience of meeting and dealing with a variety of people to discuss, resolve develop and implement solutions.</td>
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<td>12. Experience of maintaining records and producing concise reports, briefs and letter</td>
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<td>13. Experiences of assisting with the assessment of developments were they impact or require highway to be extinguished, improved or created.</td>
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<th>Skills &amp; Ability</th>
<th>1. Ability to identify and resolve problems of a technical, project planning and financial nature relating to transportation and infrastructure projects</th>
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<td>2. Ability to undertake detailed inspections and take accurate and complete records of construction works as required.</td>
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3. Attention to detail to produce well-collated information and documentation using appropriate standards and established practices.

4. Ability to plan, develop and undertake project work and deliver within set timescale and budget.

5. Ability to prioritise own and other project team members workload.

6. Ability to manage the work of the project team and to motivate others and promote team working.

7. Ability to communicate effectively both verbally and in writing with a range of audiences and to produce concise reports.

8. Ability to use computer design software packages.

9. Ability to work in a way which promotes Equal Opportunities, Customer Care and Health and Safety.

10. Ability to use the Quality Management System.

11. Assessment of scheme designs and undertake analysis of the impact on the highway network with minimal supervision.

12. To communicate effectively in relation to technical and non-technical matters both orally and in writing.

13. Drafting of legal agreements, technical reports and draft initial City Council Cabinet Member Reports were required.

14. Representing the team at relevant meetings

**Training**

1. Evidence of Continuous Professional Development.

2. Commitment to undertake future training and development to obtain/maintain professional qualifications.

**Other**

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.