

Highways Supervisor			
Reference No.	I466.01	Type	Individual
Service	Roads and Transportation		
Job Family	Para Professional	Grade	FC7

Purpose
Manage and supervise resources relating to the maintenance and construction of roads, footways, drainage, street lighting replacement and road structures. Provide a responsive service with emphasis on safety, quality and value for money. Provide a first line response to emergencies affecting the safety of the road network.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Managing and organising resources to ensure that road works are constructed safely, to specification, delivering high quality workmanship, with the provision of value for money.	Educated to SCQF level 5, which includes National 5 or SVQ level 2 in Highways Maintenance or Standard Grades at Credit level or equivalent	✓	
Ensuring that materials for the works are arranged timeously, to the prescribed specification and are laid/used to required standards and specifications. Maintain records as required.	SVQ Level 3 in Highways maintenance		✓
Identifying plant requirements for the works and ensure that they are ordered on time, used safely and efficiently and appropriate records maintained.	Significant supervisory experience in all aspects of road maintenance and construction activities appropriate to the post is required (Deliver results – See How We Work Matters)	✓	
Identifying and resourcing efficient levels of labour in the delivery of all works.	Oral and written communication skills	✓	
	Supervisory and organisational skills	✓	

Role Profile

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Ensuring that the works progress according to the works programme through efficient organisation of the workforce, the effective and efficient use of plant, and the management of sub-contractors as appropriate.	Experience of dealing with operational matters on a day to day basis	✓	
Managing and supervising the work of sub-contractors maintaining appropriate records.	Experience and ability to work within a team and communicate effectively with personnel at all levels in the team and the public (Working together)	✓	
Managing the operation of the vehicle fleet within the Unit and maintain records as required.	Self-motivation and initiative	✓	
Liaising with outside organisations in delivering the works e.g. Police, Public Utilities, Sub Contractors, other Council Services etc.	Supervision of contractors & sub-contractor works		✓
Dealing with enquiries/complaints relating to works from members of the public and others through prompt response and demonstrating a good example of customer care.	Experience of: Method of Measurement for Highway Works; New Roads and Street Works Act; Chapter 8 of the Traffic Signs Manual; Construction (Design & Management) Regulations (Take ownership)		✓
Maintaining discipline and attendance within the operations workforce under your control.	Hold a current valid driving licence	✓	
Delivering “Tool Box” talks to the work force on various topics relating to the operation of the Unit e.g. the introduction of new methods of working or materials, changes to policy etc.			✓
Managing and maintaining appropriate records to demonstrate compliance with driver and working time regulations.	Knowledge of Council services and responsibilities		✓
Participating in the assessment and development of the Operations work force in liaison with the Service Manager.			
Ensuring that any materials, equipment and plant or vehicles provided to assist in carrying out the duties of the post are properly secured in accordance with the Council’s policies and procedures.	The postholder requires a wide experience of roads maintenance activities including the handling of emergencies and in particular a strong track record of managing and supervising operatives	✓	

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Ensuring that the Council's Customer First Service Commitment is followed in all dealings with the customers and service users.	Problem solving skills(Focus on customers)	✓	
Ensuring that all activities for which the post holder is responsible are delivered in accordance with the Council's Equality and Diversity Policies and the statutory and general and specific Equality Duties.			
Complying with all instructions relating to the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements.	Knowledge of relevant Health and Safety regulations / legislation	✓	
Adhering to the Council's policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.	IT skills including the ability to use spreadsheet software (Embrace technology and information)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results