

**MORAY COUNCIL
JOB DESCRIPTION**

(1) JOB IDENTITY

POST TITLE :	Technical Supervisor	DEPARTMENT :	Economy, Environment and Finance
SECTION :	Environmental and Commercial Services - Roads Maintenance	LOCATION :	Ashgrove Depot
		POST NO :	MOR07210
REPORT TO :	Contracts Co-ordinator		
GRADE :	8		

(2) JOB PURPOSE AND WAY OF WORKING

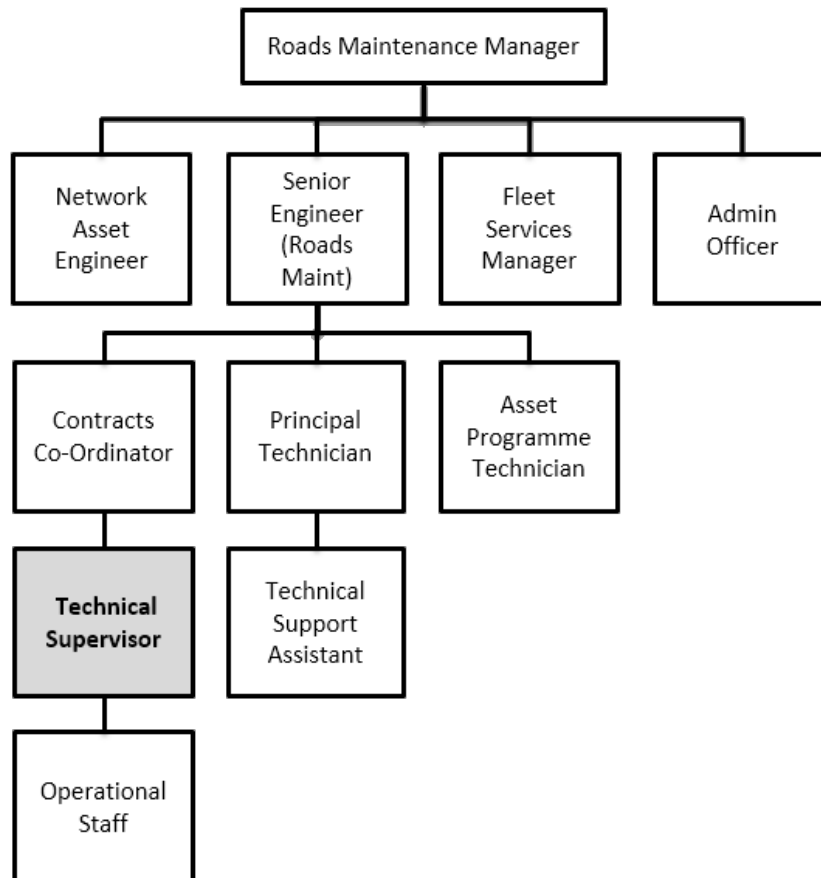
To be part of a team responsible for managing and maintaining the roads network within Moray with particular responsibility for programming, planning, resourcing, safety and day to day management of in-house contractor operations so as to provide best value.

(3) MAJOR TASKS

- 3.1 Contribute to managing and maintaining the roads network in a safe and serviceable condition.
- 3.2 Undertake supervisory duties.
- 3.3 Organise, implement and monitor performance of works to provide a safe, efficient and quality operation.
- 3.4 Organise, implement and monitor Winter Maintenance Service/Emergency work in accordance with Operational Plans or procedures.
- 3.5 Comply with Health and Safety at Work Legislation and Council Policies.
- 3.6 Comply with the requirements of the Transport (Scotland) Act and New Roads and Street Works Act.
- 3.7 Ensure completion of, or otherwise maintain and verify required records.
- 3.8 Comply with Quality Management System.
- 3.9 Undertake training and attend training courses as required

(4) REPORTING RELATIONSHIPS

This job is highlighted



(5) DUTIES TYPICALLY INCLUDE

5.1 Contribute to managing and maintaining the roads network in a safe and serviceable condition.

- 5.1.1 Required to be available to support out of hours duty roster (for which appropriate standby and call out allowances will be paid)
- 5.1.2 Identify and organise appropriate action to deal with hazards on roads and related assets
- 5.1.3 Assist in managing and organising response to other emergencies (flooding, oil spills, etc)
- 5.1.4 Contribute to ongoing development and implementation of asset management plans
- 5.1.5 Provide a high standard of customer care in all respects to all users of the service.
- 5.1.6 Deputise for Contracts Coordinator in undertaking essential duties during times of absence.

5.2 Undertake supervisory duties

- 5.2.1 Responsible for frontline operational staff undertaking a wide range of duties including roads, drainage, winter maintenance and street lighting work activities.

5.2.2 Maintain good staff and labour relationships, ensuring good discipline, timekeeping and attendance and, if necessary, assist in handling formal disciplinary, grievance and sickness absence procedures.

5.2.3 General organisation & planning for frontline operational staff.

(5) DUTIES TYPICALLY INCLUDE (CONT)

5.2.4 Training of operational staff as required including identifying need, then assessing, monitoring and on the job training of operational staff.

5.2.5 Formal assessment of operational staff for vocational qualifications such as SVQ.

5.2.6 Participate in the Employee Review and Development Process.

5.2.7 Liaise with Line Management and Fleet Services regarding internal plant maintenance and replacement, and otherwise maximise utilisation of plant.

5.3 Organise, implement and monitor performance of works to provide a safe, efficient quality operation

5.3.1 Assign Labour, Plant, Materials, Sub-contractors and Hired Plant, ensuring maximum utilisation to individual jobs to achieve completion of works within reasonable timescales as set by Clients.

5.3.2 Instruct operational staff on all aspects of the work to be carried out in a safe manner.

5.3.3 Supervise completion of works to required specification and standards.

5.3.4 Monitor and review performance to ensure efficiency. Assist in identifying corrective action in areas where performance is not on target.

5.3.5 Assist with the measurement and evaluation of completed works.

5.3.6 Liaise with Clients including other Council Sections or public bodies, Public Utilities and private sector customers in relation to works commissioned by them.

5.4 Organise, implement and monitor Winter Maintenance Service/Emergency work in accordance with Operational Plans or procedures.

5.4.1 Carry out Standby duties on a rota basis.

5.4.2 Take overall responsibility for the day to day organisation, implementation and monitoring of the Winter Maintenance Service as laid down in the Winter Service Operational Plan.

5.4.3 Take overall responsibility for the day to day organisation and execution of works as necessary in respect of other emergencies eg, flooding, blown sand, R.T.C's, obstructions on roads, etc as guided by Council policies and procedures.

5.5 Ensure that all work is undertaken in compliance with Health and Safety at Work Legislation and Council Policies.

5.5.1 Ensure that site operations comply with all current Health and Safety at Work Legislation.

5.5.2 Assist the Council in maintaining a healthy and safe work environment by being aware of and implementing the current requirements of the Construction (Design & Management) Regulations, Signing of Road Works Code of Practice and Chapter 8, Drivers Hours Regulations and Working Time Directives.

- 5.5.3 Ensure that departmental Health and Safety Policy including risk assessment and safe systems of work are implemented in respect of all works to minimise the risk to health & Safety of self and others.
- 5.5.4 Ensure operational staff are adequately trained and competent to carry out their allocated tasks.

(5) DUTIES TYPICALLY INCLUDE (CONT)

- 5.5.5 Assist in preparing, implementing and updating construction phase plans and ensure provision of appropriate welfare facilities
- 5.5.6 Undertake regular but random Site Safety checks to ensure that sites comply with requirements of all Health and Safety legislation.
- 5.5.7 Investigate accidents and dangerous occurrences, complete all necessary accident records or reports and make recommendations as required.
- 5.5.8 Liaise with Line Management and Fleet Services to monitor and promote compliance with Drivers Hours Regulations, drivers' license restrictions, vehicle weight limits, daily vehicle inspections, etc.
- 5.6 Comply with the requirements of the Transport (Scotland) Act and the New Roads and Street Works Act.**
 - 5.6.1 Assist the Council to ensure that all works undertaken comply with the requirements of the New Roads and Street Works Act and subsequent legislation.
 - 5.6.2 Assist the Council to notify road works as required under the Transport (Scotland) Act and subsequent legislation.
 - 5.6.3 Ensure that all Public Utility information is available for site workforce and that workforce take all reasonable measures to locate services on site.
 - 5.6.4 Contact Public Utility Representatives and request that their plant is marked out on site.
 - 5.6.5 In the event of damaged to services contact the appropriate service provider and arrange repairs.
- 5.7 Ensure completion of or otherwise maintain and verify required Records.**
 - 5.7.1 Check Time Sheets, Plant Sheets, Materials Received Sheets and Materials Requisition Sheets.
 - 5.7.2 Check that On-site Risk Assessment Sheets are returned.
 - 5.7.3 Verify Plant Hire journals
 - 5.7.4 Investigate and maintain records for relevant third party insurance claims arising from works undertaken by the Council.
 - 5.7.5 Comply with Administrative procedures.
- 5.8 Comply with Quality Management System.**
 - 5.8.1 Ensure compliance with, and maintenance of records as required by the Council's Quality Management System.

5.8.2 Generate and promote improvements to the Quality Management System.

(5) DUTIES TYPICALLY INCLUDE (CONT)

5.9 Undertake training and attend training courses as necessary.

5.9.1 Attendance at training courses outwith the local area as required.

The above is intended to provide a clear but concise statement of the present Major Tasks and Activities of the job. It is not an exhaustive list of all the detailed duties.

SIGNATURES AND ADMINISTRATION ONLY

Author's Signature :

Validator's Signature :

Postholder's Name :

Signature :

Supervisor's Name

Signature :

MORAY COUNCIL

PERSON SPECIFICATION

Post: Roads Supervisor THIS NEEDS TO BE CHANGED TO TECHNICAL SUPERVISOR TO MATCH THE JD

Department: Economy, Environment and Finance

Date Specification Completed: JUNE 2022

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	Extensive experience of roads maintenance or similar construction works Effective supervisory skills and knowledge of employee relations policies and procedures Experience in use of Microsoft Office Ability to keep accurate records	Working knowledge of Chapter 8. Knowledge of specifications and ability to interpret drawings.
(2) Education & qualifications*	Full Car Driving Licence Standard grade or equivalent at level 3 or above in English and Maths Possession of a Construction Skills Certificate Scheme Card	Possession of LGV licence HAUC Certificate* SVQ in Highway Maintenance /Road Building* IOSH Managing Health & Safety Standard Grade Maths and English or an equivalent of Higher Educational Standard ? - moved to essential if agreed then please delete from here Add:- Educated to ONC level in Civil Engineering/Transportation

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
		or equivalent work experience
(3) Skills/abilities (general)	Must be able to demonstrate that they can clearly communicate instructions to those required to take instruction Investigate issues and prepare remit on findings.	Ability to carry out tasks with limited supervision. Able to work to strict deadlines and on own initiative Possess good computing skills with the ability to input / extract data. Working knowledge of standard office software (word, excel, etc)
(4) Skills/abilities specific to post*	Knowledge and ability to undertake a wide range of Roads Maintenance activities.	Ability to work under pressure when dealing with unplanned and ever changing severe weather events.
(5) Inter-personal & social skills	Flexible and adaptable. Team Player. Well organised, helpful and able to show initiative. Courtesy, politeness and ability to listen to peoples views. Ability to communicate successfully orally and in writing.	Drive, enthusiasm and willingness to adopt new ideas. Able to work on own initiative and innovative.
(6) Working environment & physical demands	Manual and physical dexterity for working out of doors and on construction sites. Ability to work in a shared office. Ability to work in other offices/home working as may be required	

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	Flexibility to meet the needs and demands of the service	

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	NO
Satisfactory pre-employment medical screening required?	YES