# REGENERATION & NEIGHBOURHOODS DEPARTMENT

## TRANSPORT & INFRASTRUCTURE – HIGHWAY SERVICES SECTION

**HIGHWAY SERVICES SUPERVISOR REF: 107388**

**Band 9 £23,111 - £25,463 pa Secondment (Until March 2020)**

**37hpw**

**THIS POST IS RINGFENCED TO THE HIGHWAY SERVICES TEAM ONLY**

The Highway Services section has an opportunity for a Highway Services Supervisor on a secondment basis until March 2020.

The successful candidate will be responsible for supervising the highway maintenance teams, overseeing and managing multiple projects at once, assist with ensuring all projects are running effectively and efficiently by following the construction programme, ensuring they are completed on time, to budget and finished to the highest quality.

You must ensure that health and safety legislation is enforced throughout the life cycle of all projects and maintenance tasks. You will also assist the Highway Services Team Leader with preparation of estimates.

This is a unique opportunity for you to join an enthusiastic and committed team and play a key role in developing Hartlepool’s built environment.

## If you wish to discuss this opportunity please contact Kevin Young or Steven Abbey on 01429 284194 for an informal discussion.

**Application forms and further details are available from and should be returned to, Hartlepool Borough Council, Customer Services, Chief Executive’s Department, Level 2, Civic Centre, Hartlepool, TS24 8AY, Email** **workforcesupport@hartlepool.gov.uk****.**

**Closing date: Monday 17th December 2018, 12noon**

**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

JOB TITLE: HIGHWAY SERVICES SUPERVISOR

DIVISION: REGENERATION AND NEIGHBOURHOODS RESPONSIBLE TO: HIGHWAY SERVICES TEAM LEADER GRADE: BAND 9

POST REFERENCE NO: 107388

## Purpose of Post

To establish work programmes and provide day to day supervision and site management of the internal workforce and external contractors in support of the Highway Services Team Leader.

##  Duties and Responsibilities

1. To establish prioritised programmes of work for the internal workforce as required by the Highway Services Team Leader.
2. To supervise the activities of the internal workforce and external contractors and to ensure compliance with the Health and Safety at Work Act, HBC’s Health and Safety Policy, the conditions of employment of operatives and the requirements/conditions of contract and allocating work as required.
3. Respond to and arrange for action to be carried out to deal with emergencies that may occur during the working day.
4. To check, clarify and authorise timesheets to verify accuracy as required.
5. Monitor and record the performance of the Highway Services team and assist in meeting the standards and targets set out in the departmental and service annual plan, including the monitoring of sickness absence.
6. To compile and maintain site records and information relating to employees, plant, vehicles and materials for performance, capacity, cost and supply.
7. Co-ordinate arrangements for servicing and maintenance of vehicles, plant machinery and equipment.
8. To assist the Highway Services Team Leader with the project documentation / delivery of programmes of work and the supervision of scheduled maintenance / regeneration schemes.
9. To assist the Highway Services Team Leader with scheme estimates and valuations.
10. To carry out site measurement and surveying including setting out of schemes.
11. To carry out site inspections / on-site management of scheduled maintenance and regeneration schemes.
12. To undertake responsibilities related to the Winter Maintenance service.
13. Provide manual support where required.
14. To reply to routine correspondence from members of the public and contractors.
15. To provide technical support for the section.
16. To deliver toolbox talks
17. To communicate all appropriate information and / or documentation required for satisfactory completion of the service.
18. To ensure that all records and paperwork are kept in an orderly manner and are able to be recovered by others and to advise the Highway Services Team Leader of problems that may affect the proper execution of the administrative work.
19. To liaise with employees, sections, divisions, and departments of the Authority or any external client in a courteous manner to ensure that the division and the Council functions efficiently.
20. Deputise for Highways Team Leader when required to ensure the day to day running of the service can continue.
21. Any other duties of a related nature which might reasonably be required and allocated by the Highway Services Team Leader.

## Developments

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.


## PERSON SPECIFICATION: Highway Services Supervisor POST REFERENCE: 107388

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| **REQUIREMENTS** | **ESSENTIAL CRITERIA**Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | **DESIRABLE CRITERIA**Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 | * Good general standard of education (F)
* City and Guilds qualification related to Highway Maintenance (F)
* Highway Maintenance / Construction qualifications gained through a formal industry recognised route (F)
* Current Class B DVLA Driving Licence (F)
 | * 4 GCSE qualifications at grade C or above including Maths, English & Science(F)
* ONC/HNC Civil Engineering (F)
* Current Class C / C1 DVLA Driving Licence (F)
* Be willing to undertake training related to the role requirements
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| - **Work or other relevant experience** | * Be able to demonstrate experience of working in the Industry (F)
 | * Have supervisory experience or a lead with a knowledge of programming workloads and experience of providing estimates/assisting with estimates (F) (I)
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| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| --- | --- | --- |
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| - **Skills, abilities, knowledge and competencies** | * Demonstrate awareness of Health & Safety issues. (I)
* Demonstrate good numeracy and written skills. (F)
* Ability to communicate clearly, verbally and in written form. (F,I)
* Demonstrate planning and organisational skills (F) (I)
* Basic computer knowledge e.g. Microsoft Word for producing typed notes, Excel for assembling quotations, and Outlook to send/ receive emails. (I)
 | * Able to set out schemes or check heights/falls with the use of with automatic ‘dumpy’ level and staff. (I, T)
* Ability to plan and organise Temporary Works Traffic Management in accordance with Chapter 8 Regulations. (I, T)
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| - **General competencies** | * Demonstrated good timekeeping and punctuality. (I)
* Ability to work alone unsupervised for periods undertaking complex and specialist tasks. (I)
* Ability to work with others. (I)
* Willing to be part of a call out rota either as an operative or supervisor (I)
 | * Clean and tidy appearance. (I)
* Demonstrate enthusiasm for development of self, post and organisation. (I)
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| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

**\* Important Information for applicants:**

* The Essential criteria are the ‘core’ entry level requirements of an applicant for the post. The Desirable criteria contain additional ‘expected requirements’ of a long-term post holder (possibly achieved in post after applicable practical training). Short-listing will however be in preference of candidates demonstrating Essential, and substantive pre-existing possession of the Desirable criteria.
* Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.
* Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures, including a Disclosure and Barring Services check.
* Essential / Desirable criteria will be verified by: F = Application Form; I = Interview; T = Test(s); R = References(s); or C = NPTC qualifications certificates or photo card – If called to interview please ensure you bring certificates/ licences and photo cards

Advice on completing application form

* Candidates for this post are advised to use the same numbering of ‘essential’ and ‘desirable’ criteria and list/ write briefly what evidence/ personal examples they have for each particular criteria as appropriate in the section of the application form.