

PERFORMANCE RELATED JOB DESCRIPTION

Job Title : Groundwork Supervisor
Employee Name :
Reports to : Groundworks Manager
Date :

Purpose:

To assist the Groundworks manager in establishing and managing the groundwork phases and if required the construction site, in a safe and diligent manner, and to supply a first class service on all construction projects within budget and programme. To supervise and lead a team of ground workers.

Function:

- Safety
- Planning and progress
- Problem resolution
- Record keeping
- Assist the Site Manager
- Quality
- Environmental
- Site Co-Ordination
- Perform tasks involving physical labour
- Operate machinery, hand and power tools
- Maintain a clean and safe working environment

Roles & Responsibilities:

Responsible for:

- Team: Establishing an Effective Team.

Roles:

- Effectively managing and control the groundworks team and phases of the build process on multiple developments, as specified, whilst ensuring the Company's Policy on Health and Safety and the requirements of Health and Safety Legislation are met and safe working practices are actively encouraged.
- To comply with Robert Woodhead Ltd Policy and Procedures and instructions at all times.
- Supervise and co-ordinate Ground workers / labourers, material suppliers and utility providers to ensure an efficient method of building to the required build quality and build programme.
- Review the project plan with the Site Manager and ensure it is understood.
- Plan, manage and monitor the work with the groundwork team and supply chain to ensure the programme is maintained or improved.
- Ensure that with the Site Manager all risk assessments and method statements are relevant and appropriate to ensure everyone goes home safe.
- Ensure production targets are met.
- Manage the performance of Ground workers. Inspect, check and approve works on a daily basis.
- Deal with any groundwork defects as they arise.
- Minimise waste and environmental impact.
- Seek out new ideas and ways of working and implement them effectively.
- Produce a high standard of work and take pride in it.
- Meet timescales and deadlines for tasks
- Clean, maintain and check tools and equipment regularly.
- Save costs through use of materials, tools and equipment, making full use of them before discarding and keep waste to a minimum.
- Take opportunities to reduce costs or bring them to the attention of the Site Manager.
- Observe all Health and Safety rules
- Always maintain a professional manner.

Required Qualifications	Level / Discipline	Date of Accreditation	Comments
CSCS Card			
First Aid At Work			
H&S Touch Screen			
SSSTS			
NVQ	Trade related		
Asbestos Awareness			
Manual Handling			
Fire Training			
Abrasive wheels			
Street Works	Supervisor		
Temporary Works			

Key Performance Indicators – How to prove that you are doing your job properly	
Outputs	Indicators
Everyone home safe	Safe working – AFR numbers
Good site records	As appropriate to each site.
Quality product	Performance management and checks
On Time	Ensure Groundworks is planned and achieved the timescales on the master programme

Admin

- Time sheets – weekly – Groundworks team and pass to Site Manager
- Plant returns – weekly – check alongside the Site Manager
- Materials received – weekly – check alongside the Site Manager
- Groundworks report – weekly – progress and look ahead programme
- Groundworks method statements written alongside the Site Manager – as and when.
- Groundworks risk assessments written alongside the Site Manager – as and when.

PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.