

Job Description - Civil Engineering Works Supervisor (PB6a)

Job Summary

The Civil Engineering Works Supervisor will support the district's civil engineering team in the planning, delivery and worksite supervision of Civil Engineering construction and maintenance projects. Work as part of a team to deliver the inspection and maintenance programme of our civil engineering infrastructure assets such as forest roads, car parks and bridges. Champion our health & safety culture through exercising our value of 'look out and look after' within our civil engineering works.

Key Responsibilities & Accountabilities

Project Development and Delivery

- lead the preparation of project work packages by producing detailed work orders, contract maps, and pre-commencement documentation in collaboration with relevant stakeholders
- review contractor health and safety documentation and supervise on-site activities to ensure safe and successful project delivery
- for larger projects, support the development of robust work packages, including mini-tenders, procured through the Civil Engineering Construction Framework
- support the team in the planning and delivery of a programme of Civil Engineering works across the district
- support the civil engineering team by undertaking pre-commencement meetings for projects with external contractors, in line with established procedures
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Champion Safety, Quality, and Engineering Excellence

- support the engineering team in fulfilling the Client role under CDM 2015, ensuring full compliance with regulatory requirements
- act as a NEC4 Site Supervisor, monitoring adherence to specifications, overseeing quality of works, and upholding the highest standards of health, safety, and environmental management
- take on the NEC4 Project Manager role by managing compensation events, processing early warnings, and applying appropriate contract mechanisms to ensure successful outcomes

Stakeholder Engagement

- work collaboratively with internal teams such as Ecology and Recreation to ensure clear communication and alignment of project objectives
- engage proactively with external stakeholders, including contractors and local authorities, to support the successful delivery of a wide range of civil engineering projects

Additional Requirements

- the role involves regular travel across the district, with occasional overnight stays required to maximise efficiency and meet early site appointments.
- champion a safe working environment by role modelling high standards of health and safety through the effective management of Forestry England staff and contractors undertaking work on Forestry England land
- regular monitoring and recording of contractor health and safety and environmental performance; pro-active management of H&S and environmental issues; prompt reporting of accidents and near misses and

ensuring that lessons learned are shared and implemented

- undertake supervisory checks and review risk assessments, method statements and other health and safety documentation for low-risk projects, to ensure compliance with specification, environmental and health & safety standards
- use Forester Web to produce contract maps and update civil engineering asset data

And any other tasks, reasonably requested by your line manager.

Skills, Knowledge & Experience

Essential Professional and Technical experience

- good awareness and understanding of civil engineering
- experience supervising / monitoring contractors, preferably in the construction industry
- good overall awareness of health and safety management in civil engineering, including experience in the preparation of risk assessments and method statements
- clear and effective verbal and written communication skills
- previous experience and competence with MS Office suite of applications

Desirable Professional and Technical experience

- experience of working in a forestry or rural environment
- experience using GIS software or other mapping systems

Qualifications

Essential

- 3 A levels
- a full, clean UK driving license

Desirable

- HNC in Civil Engineering
- CITB Site Supervisors Safety Training Scheme or IOSH Managing Safely