## Job Description – Civil Engineering Works Supervisor (PB6a)

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| 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  |
| * 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.
* 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.
* 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.
* Ensure that control measures, identified during the planning process, to manage environmental and health and safety factors, are appropriate and effectively implemented.
* Under the direction of the Civil Engineer, and subject to an appropriate level of training and experience, undertake scheduled inspection of assets to assess and report on condition. Keep asset records up to date.
* Support the Civil Engineer with the monitoring, recording and management of carbon emissions. To include sharing and implementation of best practice to achieve Forestry England’s net zero targets.
* Use Forester Web to produce contract maps and update civil engineering asset data.

And any other tasks, reasonably requested by your line manager. |
| Location-Specific Information (optional) |
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| 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.
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| Qualifications |
| Essential* 3 A levels

Desirable * HNC in Civil Engineering
* CITB Site Supervisors Safety Training Scheme or IOSH Managing Safely
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| Success Profiles x Experience Ability Technical x Behaviours Strengths  |