



## Engineering Works Supervisor

### Job Description and Person Specification

<b>Directorate:</b>	Environment	<b>Service:</b>	Engineering Maintenance			
<b>Responsible to:</b>	Transport & Maintenance Team Manager	<b>Responsible for:</b>	Engineering Maintenance Team			
<b>Grade:</b>	7					
<b>Location:</b>	Copse Road or any other operational area within the Borough.					
<b>Job Purpose:</b>						
To support the Transport & Maintenance Team Manager Engineering in leading/supervising the engineering maintenance team in the delivery of both responsive and planned works to the Councils Engineering Infrastructure.						
To provide technical support to the Senior Engineers where required, to include both revenue and capital works.						
Carry out works in accordance with all relevant Health and Safety Regulations ensuring safe working procedures are employed at all times to safeguard both employees and the public.						

#### Key Tasks & Responsibilities:

The co-ordination of resources to achieve financial and quality targets/standards to ensure works are completed within allocated times.

Agree and monitor performance standards through the appraisal process that reflect the objectives of the services we deliver.

Managing and monitor budget/trading account, time sheets, job sheets, holidays, sickness records.

Purchasing and procurement of materials, and supplies in the most economical means, taking receipt of deliveries, and stock controls.

Carry out surveys on capital works and maintenance programmes, prepare schedules of works and procure, appoint, and supervise the appropriate contractors.

Undertake routine and random inspections, monitoring and risk assessments of the Council's assets for flood defence, including pumping stations, watercourses and coastal defences, car parks, and highway infrastructure.

Carry out minor works in order to make safe.

The use of Council based systems, Outlook (Word, Excel, Power point), and draft project notes and correspondence where necessary.

Ensuring that Health and Safety Policies and procedures are in place, preparation of formal records, audit trails, monitoring, inspections, liaisons with other site users, all to comply with the relevant statutory requirements.

Responsibility for the tools, plant and equipment ensure that appropriate safeguards are employed at all times.

Driving a Council owned vehicle in a safe and responsible manner, maintain vehicle in a clean condition, carry out the required daily vehicle checks and report any defects found in accordance with the Drivers Policy.

To liaise effectively with colleagues, customers, members of the public and other professionals, ensuring co-ordinated, efficient and effective service delivery, providing contribution to continuous improvement.

To undertake any other duties as may be reasonably expected from time to time, which are commensurate with the post and relevant to the skills and competence of the post holder.

The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

The above duties and responsibilities do not include or define all tasks that may be required by the post holder.

## Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.

- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Able to demonstrate a good level of workplace literacy and numeracy.	<b>Essential</b>	Application/Interview
LGV Driving Licence Qualification C	<b>Essential</b>	Application/Interview
JCB 3CX Licence	<b>Desirable</b>	Application/Interview
Mini Digger Licence	<b>Essential</b>	Application/Interview
Valid Driver CPC Qualification	<b>Essential</b>	Application/Interview
Manual Handling	<b>Essential</b>	Application/Interview
Supervisor Qualification	<b>Desirable</b>	Application/Interview
Relevant Trade Qualification	<b>Desirable</b>	Application/Interview
Hiab / Lorry Loader Licence	<b>Desirable</b>	Application/Interview
IOSH Working safely	<b>Desirable</b>	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Ability to lead a team and supervise works.	<b>Essential</b>	Application/Interview
Ability to plan and coordinate maintenance works.	<b>Essential</b>	Application/Interview
Working awareness of Health and Safety.	<b>Essential</b>	Application/Interview
Ability to work within specified limits on a wide range of Civil Engineering, Groundworks or trade-based tasks.	<b>Essential</b>	Application/Interview
Understanding of good practice in customer care.	<b>Desirable</b>	Application/Interview

--	--	--

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Previous repairs work experience to Civil Engineering, Groundworks or trade-based tasks	<b>Essential</b>	Application/Interview
Use of a wide range of equipment and plant	<b>Essential</b>	Application/Interview
Experience of leading and supervising a team	<b>Desirable</b>	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	<b>Essential</b>	Application/Interview
Regular and Reliable Service	<b>Essential</b>	Application/Interview
Demonstrate behaviours that support our values	<b>Essential</b>	Application/Interview
Current valid full driving licence	<b>Essential</b>	Application/Interview
Willing to undertake required training	<b>Essential</b>	Application/Interview
Physically capable of undertaking manual work	<b>Essential</b>	Application/Interview
Flexible working arrangements	<b>Essential</b>	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.  
All Behaviours listed are essential to the post.**

			
<b>Professional</b>	<b>Innovative</b>	<b>Collaborative</b>	<b>Customer focused</b>
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...

<ul style="list-style-type: none"> <li>• Have pride in how we represent the council</li> <li>• Treat people with respect and consideration</li> <li>• Are conscientious and carry out our work to a high standard</li> <li>• Carry out our work activities in an honest and ethical manner</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively embrace change and learn from our mistakes</li> <li>• Challenge and constructively question existing processes</li> <li>• Make best use of our resources to provide excellent services</li> <li>• Encourage creative thinking with colleagues and peers</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively with colleagues and stakeholders</li> <li>• Develop productive relationships and achieve the best results</li> <li>• Recognise and embrace the knowledge and skills of others.</li> <li>• Embrace the concept of one team one council and all work together</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to provide excellent services</li> <li>• Understand our customers' needs and consider things from their perspective</li> <li>• Effectively communicate and manage expectations</li> <li>• Actively seek ways to maximise customer satisfaction</li> </ul>
---	---	---	---

### **Special Conditions:**

**(e.g. Weekend work, shift allowance, car/mileage allowance)**

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- If for any reason your role is required to support tidal working arrangements no plus payment will be made.
- A Council vehicle will be provided in accordance with the Drivers Policy.
- The provision of a mobile telephone for work purposes only.
- A variety of outdoor working locations including the sea front, watercourses, car parks and public highway.
- Potential for exposed locations open to the climate and the sea, working near moving traffic and pedestrians.
- The post holder would also be expected to form part of the out of hour's standby team.
- Occasional working may be required outside normal office hours, for alarm activations, and if required during emergency situations.
- Secondment to the Councils capital works programmes as and when required.

**Prepared by: Gary Scott**

**Date: November 2025**

**Post Holder Signature:**

**Date:**