CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

There are three positions available

Position Title:	**HGSS Works Supervisor**
Position Number:	**HTR1794**
JE Code:	**HAYLES156**
Service:	**Highways, Grounds and Street Scene**
Location/Work Base:	**TBA - Brecon, Penybont & Newtown**

This is an on-the-go based worker position, which means that whilst the post holder will be required to attend a specific base of work they will work across the county at various locations for most of their time.

Grade:	**Grade 10** **Point 27 to Point 29** **£39,481 to £41,177 per annum** **£20.46 to £21.34 per hour**
Contracted hours:	**37 hours, Permanent**
Reporting to:	**HGSS Manager (North/South)**
Responsible for:	**Operational Staff**

Summary

Please state on your application which location you are applying for.

About the role:

Plan, supervise operational delivery for several multifunctional teams and sub-contractors. Ensure works are undertaken effectively and efficiently to deadlines and budgets. Record work, produce detailed measures and invoices. Ensure health and safety is adhered to supervising the workforce and contractors, producing risk assessments, construction phase plans, method statements and safe systems of work. Review, improve processes, supervise depots, ensure environmental regulations, processes are adhered to and site safety is maintained.

About you:

- Broad based experience of highways construction and maintenance works. Relevant certificates of competence; qualifications or experience equivalent to NVQ/ QCF Level 4.

- Experience of scheduling and programming works and supervising/managing staff
- Traffic Management Supervisor qualification, Health and Safety Certificate to a minimum standard of CITB Site Supervision & Management or equivalent / or commitment to work towards achievement of this certificate.
- Knowledge of the relevant regulatory framework, standards and specifications for the work areas, e.g. Highways Act 1980 and environmental regulations and Health & Safety legislation.
- Good knowledge and understanding of the specification, requirements and method of measurement for highways construction and maintenance activities.
- Good knowledge of the range of plant and equipment available and being able to provide advice on best practice and how to overcome problems, Knowledge of the Drivers Regulations associated with operating Heavy Goods Vehicles is an advantage

What you will do:

- Programme, organise and supervise the operational service delivery for a number of in-house multifunctional teams and sub-contractors.
- Prepare daily, weekly, monthly and annual programmes of work for the delivery of frontline highways services that meet the HGSS service plans and priorities, and supplement with daily response to urgent reactive service requests.
- Through effective supervision, ensure correct specification and quantities of various materials, appropriate plant, sub-contractors and equipment are in place in a timely manner to progress works efficiently. Ensure that staff resources are properly organised and targeted efficiently to meet demands and priorities within budgets.
- Undertake and review risk assessments, produce working Construction Phase Plans and develop work method statements and safe systems of work as required by HSE Construction & Design Regulations and internal health and safety policies. Communicate these plans effectively to the operational staff on a daily, weekly basis, ensuring that operational staff training is appropriate and up to date.
- Assist the Manager by undertaking return to work interviews with operational staff and in highlighting and dealing with absent/performance issues and the progression of any formal actions required.
- Ensuring health and safety processes are adhered to through managing and supervising workforce and contractors, producing health and safety risk assessments, construction phase plans and safe systems of work. Contributing to the continued review and improvement of processes and measures.

Contact details:
Phillip Harris
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Your responsibilities will be:

1. To programme, organise and supervise the operational service delivery for a number of in-house multifunctional teams and sub-contractors.

2. Ensure that works are undertaken effectively and efficiently to deadlines and within budgets.

3. Timely and accurate recording of work detail completed, production of detailed measures and production of invoices.

4. Ensuring health and safety processes are adhered to through managing and supervising workforce and contractors, producing health and safety risk assessments, construction phase plans and safe systems of work. Contributing to the continued review and improvement of processes and measures.

5. Supervise and monitor depot sites to ensure environmental regulations and processes are adhered to and that site safety is maintained.

6. Prepare daily, weekly, monthly and annual programmes of work for the delivery of frontline highways services that meet the HGSS service plans and priorities, and supplement with daily response to urgent reactive service requests.

7. Through effective supervision, ensure correct specification and quantities of various materials, appropriate plant, sub-contractors and equipment are in place in a timely manner to progress works efficiently. Ensure that staff resources are properly organised and targeted efficiently to meet demands and priorities within budgets.

8. Undertake and review risk assessments, produce working Construction Phase Plans and develop work method statements and safe systems of work as required by HSE Construction & Design Regulations and internal health and safety policies. Communicate these plans effectively to the operational staff on a daily, weekly basis, ensuring that operational staff training is appropriate and up to date.

9. Assist the HGSS Manager/ Depot Area Officer by undertaking return to work interviews with operational staff and in highlighting and dealing with absent/performance issues and the progression of any formal actions required

10. Cover HGSS Highways Supervisor duties if and when required during staff absences etc.

DBS:

There is no DBS Check requirement for this position.

Health and Safety Statement:

To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained

Equalities Statement:

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Broad based experience of highways construction and maintenance works.
- Experience of scheduling and programming works
- Experience of supervising/managing staff

Desirable

- Experience of managing works within time and financial constraints

Knowledge

Essential

- Good knowledge of the relevant regulatory framework, standards and specifications for the work areas, e.g. Highways Act 1980 and environmental regulations and Health & Safety legislation.
- Good knowledge and understanding of the specification, requirements and method of measurement for highways construction and maintenance activities.
- Good knowledge of the range of plant and equipment available, and being able to provide advice on best practice and how to overcome problems.

Desirable

- Knowledge of the Drivers Regulations associated with operating Heavy Goods Vehicles

Qualifications and Training

Essential

- Relevant certificates of competence; qualifications or experience equivalent to NVQ/ QCF Level 4
- CITB or equivalent, Traffic Management Supervisor qualification
- Health and Safety Certificate to a minimum standard of CITB Site Supervision & Management or equivalent / or commitment to work towards achievement of this certificate.
- Must be able to visit various sites and hold a full driving license

Desirable

- WAMITAB Level 4 Certificate in Waste & Resource management certificate

Personal Qualities

Essential

- Ability to manage and prioritise conflicting demands
- Ability to communicate effectively at all levels
- Confidence to promote change and to instruct and manage staff

Skills

Essential

- Ability to plan ahead and deliver programmes and reports to tight deadlines
- Ability to deal with the public to defuse potentially difficult situations
- Ability to defuse potentially difficult situations of staff conflict and other situations of disagreement.
- IT skills eg windows based systems, mapping systems, finance systems etc

Other Requirements

Essential

- Hold A full driving licence

Welsh language skills are desirable

Recruiting manager: Adrian Jervis
Feb 18

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 06/12/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 08/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 17/12/2026

We wish you luck with your application.