



Job Description

Post Title: Site Supervisor - Utilities

Directorate: TfWM

Reports to: Senior Utilities Manager

Key Relationships: Delivery Directorate Delivery & Portfolio Units, TfWM programme/project sponsor teams, Midland Metro Alliance, local authorities, Technical Services Unit and TfWM Health and Safety Teams, utility providers & utility contractors

Role Purpose

TfWMs £2.2Bn capital programme covers major road, rail and metro infrastructure, all with significant impacts on utilities and statutory apparatus. The Utilities Team will technically shape and deliver utilities works in design and delivery phases with an estimated annual spend of c. £10m.

The Site Supervisor will be overseeing the daily operations on projects delivered by TfWM as well as utilities diversions sites, ensuring projects are completed on time, within budget, and to the required quality standards. This role involves managing workers, coordinating tasks, and ensuring compliance with safety regulations and building codes.

Responsibilities

- Support the CDM Manager in oversight and delivery of major utility works associated with the construction of major road, rail and metro projects with an annual estimated spend of c.£10m.
- Work collaboratively across TfWM and Statutory Undertakers to support the delivery of the utilities elements of major infrastructure projects, in line with the requirements of the relevant Programme Boards.
- Apply relevant standards, Codes of Practice and legislation in the management, mitigation and delivery of major works to utilities.
- Manage all aspects of the construction site, ensuring work is carried out according to plan.
- Ensure all work is performed in accordance with safety regulations and building legislation.

- Plan and coordinate tasks for the day, manage the delivery of materials and equipment, and ensure workers are available where needed.
- Monitor the quality of work and materials, ensuring they meet project standards.
- Resolve issues that arise, such as unexpected delays or disputes between workers.
- Maintain regular communication with clients, architects, and engineers to ensure the project is built to specification and on schedule.
- Complete necessary paperwork, including daily logs, safety reports, and incident reports.
- Track expenses and minimise costs where possible.
- Identify potential risks on site and implement mitigation strategies to minimise disruption, liaising with Risk Managers when appropriate.

Person Specification

Experience	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		Assessment Method		
	E	D	App*	Int**	Other***
Proven experience in a supervisory or similar role on large scale construction projects, preferably in the transport infrastructure.	X		X	X	
Strong understanding of construction methods, materials, and regulations.	X		X	X	
Experience of partnership working within a multi-disciplinary organisation.		X	X	X	
Experience of collaborating with key stakeholders both internally and externally to manage major infrastructure projects	X		X	X	
Understanding of C1 - C9 process associated with utility works as set out in The New Roads and Street Works Act.		X	X	X	
Understanding of Procurement of contestable utilities works, including tender development, NEC contract management and early contractor involvement	X		X	X	
Experience in enforcing health and safety regulations on site.	X		X	X	
Experience with major transport infrastructure projects, such as highways, railways, etc.	X		X	X	

Skills/Knowledge/Abilities	E	D	App	Int	Other
Excellent communication, interpersonal, and leadership skills.	X		X	X	
Strong problem-solving skills and conflict resolution abilities.	X		X	X	
Strong attention to detail and the ability to work effectively under pressure.	X		X	X	
Strong organisational and time management skills.	X		X	X	
Ability to prioritise tasks and manage multiple activities simultaneously.	X		X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Relevant certifications such as Site Management Safety Training Scheme (SMSTS).	X		X	X	
Driving license, with use of own car	X		X	X	

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.

Please note that, due to the nature of the role, you will be required to work at multiple sites across the West Midlands five days a week. A valid UK driver's license and access to your own vehicle are essential for this role.