

 	JOB DESCRIPTION	
	Job Title	Surfacing Foreman – Rainton Construction Contracts
	Department	On site
	Line Manager	Adam Forrest / Dale Gibb
	Senior Line Manager	Steve Murray

Key Objectives & Responsibilities

Working closely with Management and the Contracts Team, to ensure contracts are completed on time, within budget and to the client’s satisfaction.

A fundamental objective of this role is the overseeing of surfacing operatives and the day-to-day monitoring of all site operations for matters of Health, Safety, Environmental and Quality and Security control.

You will be accountable for ensuring all works are carried out as per the pre agreed method and methodology as defined within the site specific Risk Assessments and Method Statements. You will also ensure the company’s Management Systems and processes are fully understood and adhered to by all on site.

Key Tasks

1	<p>Key Tasks</p> <ul style="list-style-type: none"> • Supervise an assigned gang in performing semi-skilled asphalt duties including raking, smoothing and tamping relating to the pavement and re-surfacing and repair of roads and highways • Supervising the operating of equipment including grinders, pavers, rollers and excavators • To ensure the understanding and application of responsibilities with regard to the company’s Health, Safety, Environment, Security and Quality standards • Advise your manager throughout the project if expectations of production are not being achieved • Report to the contracts manager to ensure that works are carried out only when prevailing conditions are suitable and site conditions could not pose threat to an individual or the works being implement • Ensure all equipment and tools are safe to use, inspected before use and remove or repair any that are not in an acceptable condition • Promote good practice of material sustainability to reduce waste • Monitor deliveries to site to ensure the condition of the load meets requirements ensuring the timely delivery of hot asphalt to site where necessary • Recording and reporting all defective materials and unsatisfactory quality / workmanship standards
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2	<p>Operational Accountabilities</p> <ul style="list-style-type: none"> • Accountable for the completion of all tasks • Makes decisions with parameters set by manager • Interacts with clients and/or users • Supervise the activities of others to meet set deadlines
3	<p>People Accountabilities</p> <ul style="list-style-type: none"> • Ensure all staff / labour are treated fairly, motivated and well managed • Responsible for a small team • Required to assist less experienced staff • Provides training recommendations for thus staff • To ensure any information and training of new equipment is provided to all concerned • To ensure any persons appointed to carry out a duty are fully conversant with the requirements • To set a good personal example
4	<p>Administration</p> <ul style="list-style-type: none"> • Ensuring accurate and timely completion of weekly timesheets • To maintain accurate site diaries detailing site conditions, progress and the resources available to undertake the work activities throughout the construction phase • Record sheets are completed for plant on site • Toolbox talks are signed • Ensuring all registers are accurately maintained: Permits to work, Risk assessments and Environmental Exemptions

Person Specification	
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Job Title	Surfacing Foreman
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Job Requirements	
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Qualifications/ Requirements	<ul style="list-style-type: none"> A full and valid driving licence CSCS Gold Supervisor Card CITB Site Supervisor Safety Training Scheme (SSSTS) First Aid at Work
Experience & Knowledge	<ul style="list-style-type: none"> Good knowledge of the construction industry and best practice Knowledge of Health, Safety, Environmental and Quality legislation 2 – 5 years on site experience Previous supervisory experience Understanding of operation and maintenance requirements of plant and machinery
Key Skills	<ul style="list-style-type: none"> Calm, authoritative, makes decisions within defined limits of authority Able to access information, evaluate solutions and devise appropriate course of action Good communication skills Provide detailed attention to appropriate design and workmanship
Personal Qualities	<ul style="list-style-type: none"> Ability to establish and maintain good working relationships Self confident, decisive, resilient and able to thrive under pressure Communicate effectively with senior management Maintain regular communications with all operatives To be helpful, innovative and informative to all clients and stakeholders
Motivation and Expectations	<ul style="list-style-type: none"> Undertake any training deemed necessary to enhance performance Take responsibility for own continuous professional development