

JOB DESCRIPTION

Job Title	Resurfacing Supervisor		
Directorate	Infrastructure and Transport		
Reporting to	Service Manager Asset Management		
Grade	12		
Evaluation ref:	TR0179	Job ref:	Family
Role purpose			
<p>The Resurfacing Supervisor will oversee, monitor and coordinate the resurfacing and surface treatment works within Somerset Council's Infrastructure and Transport Directorate. This role is pivotal in ensuring the effective and efficient delivery of resurfacing projects across the county's highway network. The postholder will be responsible for coordinating and supervising resurfacing and surface treatment activities, ensuring compliance with Health & Safety Regulations, and maintaining high standards of workmanship.</p> <p>Acting as the Client representative, you will ensure that appointed contractors deliver high-quality, cost-effective, and safe highway maintenance and improvement schemes, in line with contractual requirements and specifications, council policies, and relevant legislation.</p> <p>The role requires the ability to liaise with contractors, and coordinate with other departments to minimise disruption to the public. The postholder will also be responsible for monitoring project progress and ensuring that all resurfacing works are completed on time and within budget. This role is essential in maintaining and improving the quality and safety of Somerset's road infrastructure.</p>			
Responsibilities			
<p>Project Coordination</p> <ul style="list-style-type: none"> Plan, schedule, and oversee a programme of surfacing and surface dressing works, coordinating with contractors, internal teams, and external stakeholders. Liaise with other local authority departments (e.g., Traffic Management, Street Lighting) to minimise disruption, align activities, and ensure safe delivery of projects. <p>Contractor Supervision</p> <ul style="list-style-type: none"> Undertake regular site inspections to monitor contractors' work, ensuring compliance with contract specifications, industry standards, and statutory requirements. Verify and record the quality of workmanship, materials used, and adherence to agreed methods of working. 			

JOB DESCRIPTION

- Provide technical guidance and support to contractors, resolving on-site issues swiftly to maintain progress and quality.

Health & Safety Compliance

- Ensure all works are delivered in line with relevant health, safety, and environmental legislation (e.g., CDM Regulations, Health and Safety at Work Act).
- Conduct site safety audits and toolbox talks, as necessary, and ensure contractors implement safe systems of work.
- Report incidents, near misses, or non-conformance, and collaborate with Health & Safety teams to promote a culture of continuous improvement.

Quality Assurance & Control

- Review and approve materials, ensuring alignment with design specifications and compliance with relevant British Standards or council guidelines.
- Identify defects or substandard works, instruct remedial measures, and track resolution to ensure works are completed to the required standard.
- Keep accurate records of site activities, tests, and inspections, providing clear documentation for audit and payment purposes.

Budget & Financial Monitoring

- Monitor project costs, variations, and expenditure against approved budgets and frameworks.
- Validate contractor valuations and invoices, recommending approvals or rejections based on verified progress and completed work.
- Assist in producing financial reports and forecasts, identifying cost savings or efficiencies where possible.

Stakeholder Communication

- Act as a primary point of contact for contractors, council colleagues, elected members, and the general public regarding surfacing operations.
- Respond effectively to queries or complaints, providing clear explanations and taking corrective action where required.
- Attend progress meetings and produce regular updates on project status, risks, and mitigation measures.

Continuous Improvement

- Contribute to post-completion reviews to capture lessons learned, best practices, and recommendations for future schemes.
- Keep up to date with industry developments, new materials, and innovative techniques, and make recommendations to improve service delivery.
- Support the development of junior staff or apprentices, sharing knowledge and expertise in highway surfacing practices.

Impact

The Resurfacing Supervisor plays a crucial role in maintaining and enhancing the quality and safety of Somerset's road infrastructure as part of the council's

JOB DESCRIPTION

Structural Maintenance Programme. By overseeing and coordinating resurfacing and surface treatment works, the postholder ensures that projects are delivered efficiently and on time, and within budget. This role directly contributes to the improvement of the county's highway network, reducing road hazards and enhancing the overall driving experience for the public. The Supervisor's efforts in ensuring compliance with health and safety regulations and maintaining high standards of workmanship significantly impact the longevity and reliability of the road surfaces, ultimately supporting the council's commitment to providing safe and accessible transportation for all residents.

Contacts & Relationships

Internal: Provide technical advice, guidance, direction, and support to Service Managers, other Senior Managers, and employees. Liaise and work closely with managers and other professionals when formulating and developing resurfacing, surface treatments and maintenance programmes.

External: Collaborate with a wide range of organisations, such as contracting organisations and key market players in the provision of highway services.

The majority of the focus of the role will be providing routine Client instruction to Somerset Council's Surfacing and Surface Treatments contractors as part of the delivery of SC's capital funded highways maintenance programme. This will include engaging in the development, design, delivery and supervision of individual maintenance projects and the day-to-day management of the Client responsibilities for the surfacing and surface treatments elements of the programme.

Resources

Supervision of the resurfacing and surface treatments projects, as part of the Highways Maintenance Structural Maintenance Programme, which has a budget of approximately £16 to £20 million per annum.

Reporting to the Resurfacing Programme Manager.

Co-ordinating and supervising works programmes as part of the project, allocating and checking work, and promoting innovation and continual improvement in existing processes and behaviours.

Engage in inter-service, multi-disciplinary collaborative working. Coordinate the activity of other professional engineering officers, managers, support staff, and staff within and external to the Council.

JOB DESCRIPTION

Knowledge / Experience / Skills			
	Essential	Desirable	
Knowledge			
Understanding of road resurfacing techniques and materials.	x		
Knowledge of health and safety regulations related to roadworks.	x		
Familiarity with traffic management systems and procedures.	x		
Awareness of environmental regulations and best practices in road resurfacing.		x	
Knowledge of budget management and cost control.		x	
Understanding of project management principles.		x	
Experience			
Proven experience in supervising road resurfacing projects.	x		
Experience in managing a team of operatives.		x	
Experience in liaising with contractors and suppliers.	x		
Experience in conducting site inspections and ensuring quality control.	x		
Experience in preparing and maintaining project records and reports.		x	
Experience in implementing health and safety procedures.		x	
Qualifications / Registrations / Certifications			
NVQ Level 3 in Construction Site Supervision or equivalent.	x		
Certification in Health and Safety in Construction.	x		
Certification in Traffic Management.	x		
First Aid certification		x	
Project Management qualification		x	
Skills			

JOB DESCRIPTION

Excellent communication and interpersonal skills.	x		
Ability to monitor multiple projects simultaneously.		x	
Strong problem-solving and decision-making skills.	x		
Ability to work under pressure and meet tight deadlines.	x		
Proficiency in using project management software		x	

Working Conditions

This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:

- **Work Hours:** Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.
- **Location:** The primary work location is County Hall, with opportunities for remote work as per organisational policies.
- **Travel:** Involves frequent travel across rural areas of Somerset and lone working on occasion.
- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.
- **Health and Safety:** Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Responsibilities

- Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 30/01/2025