

Trailblazer Apprenticeship Standard - Highways Maintenance Supervisor Level 3

1. Occupation

This occupation has responsibility for the design, planning and supervising of those engaged in the maintenance and repair of the highway network. Supervisors work in various locations in all weathers and spend time in an office environment attending meetings with clients reviewing contractual obligations within the business. Your role as a supervisor includes interpreting contract details to ensure works are carried out to the highest standard, taking into account health, safety, welfare and environmental considerations. You will oversee, inspect and monitor the progress of the works, assign duties to team members; whilst ensuring a fully qualified and trained workforce is on site to satisfy contractual requirements. Understanding how to measure and value the works and keep track of the costs for the project is vital for a highways supervisor. You will be the on-site representative who ensures the overall quality of the finished contract in order to guarantee the works during the varied seasons of the year. In the autumn/winter months you could be directing workers in snow removal and ice control, clearing fallen trees from the highway. Whilst during spring/summer supervising grass cutting, surface dressing of the highways and footpaths using a variety of different solutions, micro asphaltting of carriageways and slurry sealing of footpaths to prohibit water ingress. Throughout the year you would supervise the maintenance and repair of the highway network, the erection and maintenance of temporary traffic control devices and barriers, clearing of rubbish from roadsides, clearing hedgerows, felling trees and disposing of dead animals to comply with environmental and safety guidelines.

2. Occupational Profile & Requirements - Apprentices will be expected to:

- know that the relevant health, safety and environmental systems are in place and enforce safe working methods, prepare method statements and risk assessments
- complete work schedules and prepare progress reports to make sure contracts run to time and within budget without affecting quality
- develop effective professional relationships with key stakeholders, clients, sub-contractors and employees
- prepare and check site reports and organise the materials and resources needed
- supervise a team and ensure they have the required competence to carry out their duties in a safe and tidy manner whilst maintaining the quality expected
- interpret technical drawings and information correctly
- produce programmes covering all aspects of the highway works
- work to the agreed company processes and procedures and adhere to the terms and conditions of legal contracts in place between the contractor and client which set out clearly the works to be carried out
- recommend appropriate types of materials required; and correct works where appropriate to achieve desired results
- work efficiently and in the best interest of the business

3. Requirements: Knowledge, Skills and Behaviours

Knowledge	What is required
Civil Engineering knowledge	Understand the principles of highway maintenance, civil engineering methods and construction technology to establish a plan and programme of works taking in to account influencing factors that may affect the progress of work including the environment and/or weather. Ensure works must comply with current legislation, official guidance including National Highway Sector Schemes, Codes of Practice, Client requirements and contractual obligations.
Health Safety and Environment	Understand the requirements of the employer and industry to ensure the health safety and environmental control of employees and others. Understand how to prepare method statements and risk assessments to reduce risks, avoid injuries and poor working practices. Understand occupational safety and health practices which can be implemented to prevent punitive and compensatory effects of law. A clear knowledge of environmental regulations is essential.
Control, planning and organising the works	Know how to control, plan and supervise the organisation of all works. Be able to interpret designs, order and source materials; prepare a valuation of the costs taking into account construction processes and methods of work to be adopted. A clear understanding of temporary traffic management is essential. Control work to ensure the necessary equipment and materials are available to meet programme timescales which will result in effective and efficient working practices being adhered to.
Survey the works	Know how to carry out a survey using a combination of traditional instruments and digital technology.
Prepare tenders	Know how to prepare tenders including an understanding of the method of measurement, the tender process. Be able to prepare a budget, review costs of carrying out the works. Understand the importance of systems that control costs, how they are incurred and the impact of any changes where there is a need to deviate from the original plan/programme.
Monitor Quality	Understand systems that control quality, including contracts, variation orders and all control measures associated with the contract to define the level of quality required.
Commercial Awareness	Be aware of how costs are incurred, monitored and controlled to understand the implication of changes in activities or resources if required. Understand contractual, financial and legal constraints, measure and record progress against budget. Understand how value is derived and how the supplier is paid for the works delivered and to comply with specification requirements.
Skills	What is required
Supervise a Team	Assist in the management of the productivity of the works so that works are completed on time using a variety of management skills and administrative systems. Understand how to motivate, engage and put

	employees to work and supervise their performance to ensure the works are carried out to the standards required. Be able to effectively manage and supervise specialist contractors and ensure work is conducted in a safe manner. Supervise the safety of the team. Be able to carry out a personal development review of team members on a regular basis and effectively provide feedback.
Civil Engineering knowledge	To plan and programme work in order to direct operatives ensuring compliance to legislative control and company expectations. To control cost and waste whilst protecting the environment. An understanding of the varied occupations within the sector and resource available is essential. Work to programme and control quality in order to ensure works undertaken can be guaranteed. Identify and rectify common defects.
Health Safety and Environment	Prepare method statements and risk assessments to reduce risks, avoid injuries and poor working practices. Be able to carry out health and safety briefings to the workforce to ensure they undertake their roles in a safe manner. Make sure contracts comply with legal requirements. Actively promote organisational values and beliefs whilst ensuring the company's health and safety policy and legislation is strictly adhered to. Develop and promote a positive health, safety and environmental culture with team members. Implement company policies that reduce employee injury and the associated costs and delays caused by time off work. Assess the sustainability and environmental impact of projects.
Survey the works	Carry out initial surveys and environmental impact assessments to assess whether highway maintenance plans are workable. Set out and investigate site conditions in advance of carrying out works to ensure the appropriate equipment, materials & tools are available when required.
Independent judgement and responsibility	Be able to exercise independent engineering judgement, research, take responsibility for actions and decisions and operate within the constraints of own skills and knowledge. Schedule material and equipment purchases and deliveries. Ensure projects are run smoothly and works are completed within budget and on time. Think creatively to resolve practical planning and development problems. Be able to work to a high degree of accuracy to avoid delays and keep within budget. Use initiative to provide solutions to problems whilst continuously reviewing the contract and take corrective actions where appropriate.
Behaviours	What is required
Professional judgement and personal development	Be able to work within own level of competence and know when to seek advice from others. Identify own development needs and take action to meet those needs. Use own knowledge and expertise to help others within your team. Keep up to date with new and emerging technology. Keep accurate records of continuing professional development for yourself and your team members.
Communicate Effectively	Be able to contribute to effective meetings and present information in a variety of ways. Deliver on site inductions and tool box talks in order to improve the knowledge of others. Read and comprehend complex/simple instructions in one-on-one and small group situations with an ability to pass information on effectively to others. Strong communication, negotiation and presentation skills are required. Be able to communicate at all levels, lead and manage employees.
Interpersonal Skills	Develop effective communication and social skills so it is possible to allocate work and manage others to work effectively through a process of continuous improvement, using tact and diplomacy to defuse situations/avoid conflict when supervising sub-contract, direct labour force members or dealing with clients or the public. Good team working skills are required as is the ability to prioritise and plan work effectively. Be responsible for your own work and that of others.

4. **Duration / Level** – The typical duration of this Level 3 apprenticeship is 24 months and equivalent to two A levels.
5. **Entry Requirements** – Employers will set their own entry requirements when selecting candidates. However the preferred entry requirement for this apprenticeship is to have completed an apprenticeship as an operative at Level 2 in a craft construction or highway maintenance qualification, GCSE's at Grade A-C or a minimum of key functional skills at level 1.
6. **Qualifications** – Staff wishing to work on a highway network must complete and gain the following technical & functional qualifications and statutory licences to work on the Highway: Supervisor qualifications in Temporary Traffic Management, New Roads & Street Works, Winter Service and Highway Maintenance. Together with a Construction Industry Certification Scheme Skilled, Supervisor Competency Card at Level 3 (Construction Skills Certification Scheme Card), Safety Supervisors Training Certificate (CITB Site Safety Plus Site Supervisors Certificate) and **Optional - Large Good Vehicle Licence (LGV)**. Apprentices without English or Maths at Level 2 must achieve this Standard prior to the completion of the Apprenticeship.

Optional Qualification – Supervisors involved in supervising and monitoring winter service operations will on occasion assist in gritting and clearing of roads and if they are, will have to attain a Large Good Vehicle Licence (LGV) together with Operator Qualifications in winter service operations. They will be required to comply with The Driver Certificate of Professional Competence (Driver CPC) legislation and undertake at least 7 hours of periodic training on an annual basis. Supervisors who assist with winter service should be familiar with the different types of snow clearing vehicles and methods, emergency procedures and driver hours and working time regulations.
7. **Links to Professional Recognition** – On completion the apprentice will be eligible to apply for entry level membership of the Chartered Institution of Highways & Transportation, Institute of Highway Engineers or The Chartered Management Institute.
8. **Review Date** – This apprenticeship standard should be reviewed no more than three years after approval of the Standard.

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