

Job Description - Supervisor

About Toppesfield – Founded by Chairman Matthew Pryor in 2004, Toppesfield has grown from strength to strength and has risen to its current position as the UK's largest independent surfacing contractor. Delivering projects nationwide, Toppesfield is the first name in surfacing, no matter what the size, sector, or location. Here at Toppesfield, our goal is to continually raise the benchmark for surfacing and associated services to the highest possible standard, thereby enhancing our position as contractor for choice for all surfacing works. We have created 300 jobs, established seven regional offices, and achieved an estimated turnover of £100 million and pride ourselves on the impeccable standards of workmanship that has delivered year on year growth.

Role description - Effectively implement and promote the company's health and safety policy. Supervise surfacing works and assist the Contracts Manager in day-to-day management and delivery of the project in line with safety, quality, cost control and delivery of programme to client's satisfaction. Promote the companies Vision, Values and Standards always.

Key Responsibilities –

- Manage and comply with all Health and Safety requirements
 - Prepare workplace task hazard identification (SSRA & DJB)
 - Deliver contents of SSRA & DJB to all on site
 - Update DJB on daily basis detailing any changes and deliver to all on site
 - Update SSRA if anything changes from original SSRA
 - Issue Permit to Work for high-risk activities
 - Undertake required number of Site Inspections and Safety Tours
 - Carry out checks for individual competencies
 - Challenge unsafe behaviour / attitude at all levels
 - Raise, report and close out Near Hits
 - Understand programme and outputs to forward plan works for all allocated schemes.
 - Produce a three-week forward programme for contracts manager including material, labour, and plant requirements.
 - Actively monitor progress of works programmes and advise of movement during period.
 - Maximise resource usage by proactive planning of works and sharing resource where possible.
-
- Dip & record all layers as required
 - Complete Daily Diary and submit
 - Complete L, P & M Return
 - Complete Material & Resource Forecast Sheet
 - Sign sub-contractor measure / timesheets (with comments)
 - Raise Site Communications with client
 - Complete End of Visit Inspection form at the end of each visit
 - Raise NCR's and provide supporting information
 - Review Daily Diary Sheet to ensure correct materials & resource
 - Review operational procedures with team to develop best practice.
 - Manage operations to ensure best use of resource.
 - Manage KPI's with foreman and site team.

- Fully implement operational excellence ethos with site team and foremen.
- Capture all costs and potential value streams.
- Liaise closely with commercial and QS teams to enhance value of contracts.
- Investigate Workmanship NCRs
- Attend Supervisors meetings
- Manage direct reports (Foremen) for absenteeism, objective setting, and performance review.
- Set objectives and undertake annual Personal Development Reviews.

We require

- CSCS
- SMSTS
- NVQ level 3 / 4 construction supervision
- NRSWA

Key Skills -

- Environmental Awareness
- Record keeping
- Commercial awareness
- Site measurement
- Behavioural safety leadership
- Understanding of CDM regulations and relevant standards and specifications

Our Benefits -

- 25 days Annual Leave + Bank Holidays.
- Employee Referral Scheme
- Employee Assistance Programme
- Employee Volunteering Programme
- Annual Leave Purchase Scheme
- Enhanced Maternity/ Paternity / Adoption Leave
- Learning and development opportunities.
- Supportive working culture and future progression opportunities
- Cycle to Work Scheme
- Bonus Scheme
- Birthday Bonus
- Discount Portal
- Company Social Events

How to Apply - Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website www.toppesfield.com, and to apply please email a copy of your CV and brief covering letter to [careers \(@\) toppesfield.com](mailto:careers@toppesfield.com) or contact Human Resources.

Job Type: Full-time, Permanent