

Field Supervisor

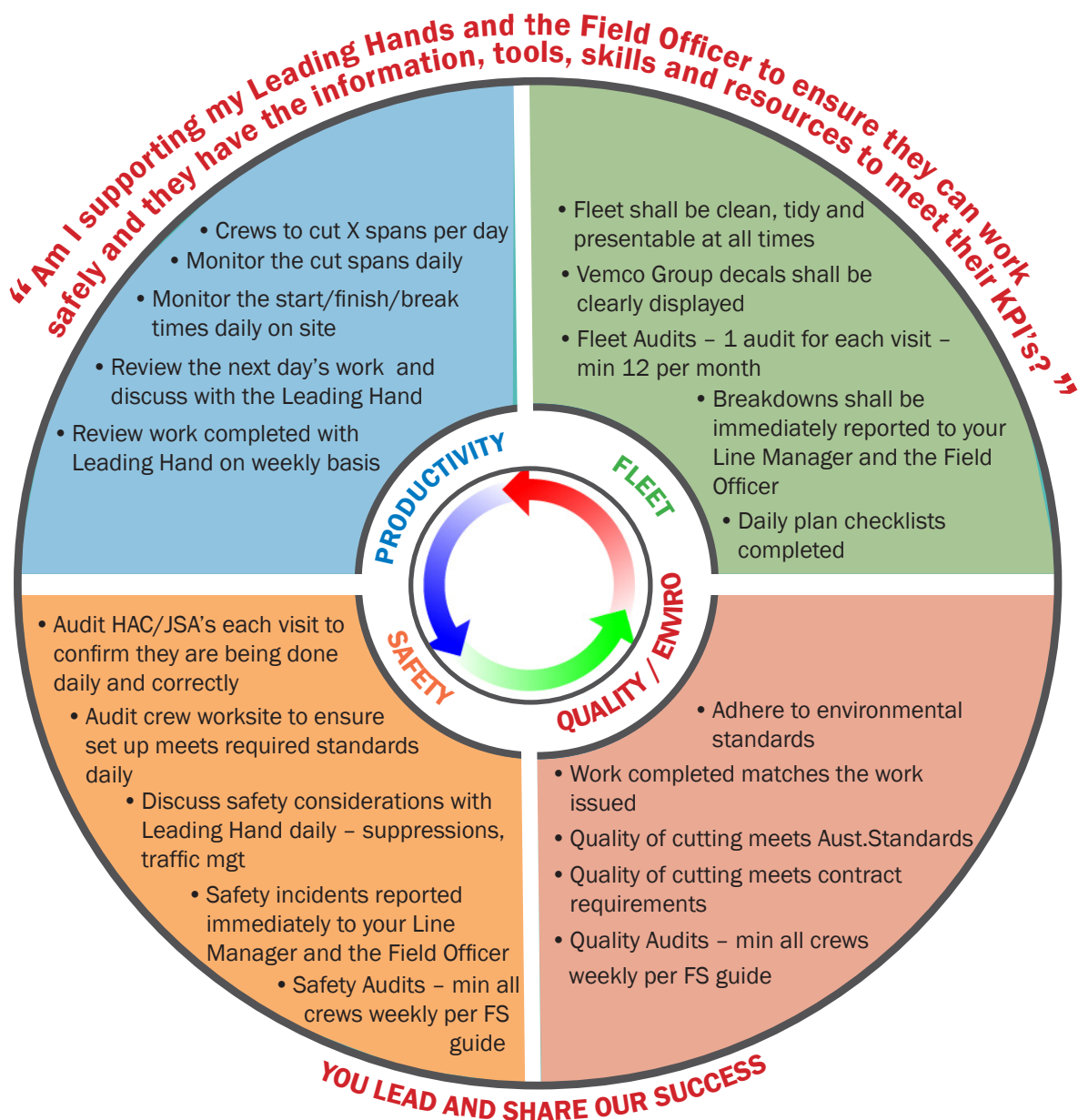
Key Tasks

You and your team are accountable for:

- Carrying out Hazard Assessment and Control (HAC) prior to the commencement of work each day
- Monitor and assess your crews to ensure they are working safely
- Work with your Leading Hand to ensure the crews are fully productive
- Ensure your crews are working within policies, procedures, guidelines, standards and legislation
- Monitor and audit your crews to ensure they meet productivity, safety and quality targets
- Raise crew issues such as breakdowns, absences and weather issues immediately to the Leading Hand
- Training – observe your crew members at work and teach them the correct skills and practices
- Lead by example – personal presentation, work ethic, fleet presentation and your communication must be of the highest standards
- Thank and reward your crew for a job well done
- Address issues with your Leading Hands immediately

Key Performance Indicators (KPI)

You will be assessed on the following areas. You shall address issues as they arise.



Field Supervisor

Objectives

Observation and appraisal

- Observe your crew members at work – are they working safely and productively?
- Has your crew got the appropriate tools for the task?
- Do your crews take only the allotted breaks?
- Is your crew working? – spot audits
- Monitor your crew's cut spans – is it reasonable for the area of work?
- Does your crew look professional?
- Address issues with your Leading Hand immediately

On the job training

- Ask your crew members questions re the day's work
- Test your crews understanding of tailgate topics through questioning
- Watch the crew – does the Leading Hand need to spend time with someone to improve their skills and work?
- Address issues with your Leading Hand immediately

Inspection and maintenance of equipment and tools

- Is the appearance of your crews neat and tidy – would it embarrass you or the Group?
- Spot check vehicles on each visit – oil, water, coolant, tyre pressure etc
- Address issues with your Leading Hand immediately

Compliance with policies and procedures

- Consider completeness of job instructions and address with Inspector
- Observe what your crews are doing with a critical and impartial eye
- Do your crew's wear their PPE appropriately – sleeves rolled down, shirts tucked in
- Is your crew paperwork neat, legible and given to you on time?
- Are your crew's complying with Group policies and procedures?
- Address issues with your Leading Hand immediately



Our Purpose

Providing solutions to our customers

Our Values

Aligned Objectives

Empowered

Accountable

Open

Our Behaviours

We deliver what we promise

We engage positively and professionally with our peers and customers

We have the right to challenge to gain clarity and accountability

We invite opinion and respect others' views

“**Our Mission:** Building and maintaining specialist infrastructure for future generations”