# BCP COUNCIL JOB DESCRIPTION

**SERVICE UNIT: Environmental Services**

**JOB TITLE: Sign Shop Supervisor**

**REF No:** **104433**

**GRADE:** **BCP H**

**RESPONSIBLE TO:**

**Highway Maintenance Manager**

**PURPOSE**

* Make a positive contribution to achieving Environment’s purpose – “Help ensure that BCP is safe, clean and green now and in the future.”
* To assist in the delivery of efficient and effective daily Environment services on behalf of the BCP Council, including Highway Improvements, Maintenance and Construction related activities, Cleansing and Green Space maintenance and other associated services.
* To work alongside communities, contractors and partners of BCP Council to achieve Priorities and Purpose.

# MAIN RESPONSIBILITIES

1. To take ownership of the Sign Shop Service working as part of the routine maintenance team delivering Environment’s purpose.
2. To assist in scoping and quantifying potential works to enable cross service departmental members to collate estimates, tenders and costs for major projects and commercial works.
3. To ensure the Sign Shop is suitably resourced and equipped to manufacture quality products and deliver services which are fit for purpose and meet legislative and guidance requirements.
4. To assist in the planning of work allocations to maintenance and construction teams ensuring work is prioritised across the service.
5. To propose and develop alongside the Highway Managers and Supervisors new policies, working methods and practices for implementation. Balance conflicting and complex demands, the implementation of designs and engineering requirements.
6. Carry out inspections and signage surveys as directed or requested. Record service information in the required digital format.
7. Deal with internal customer signage enquiries and commercial service requests.
8. Actively seek to remove barriers to producing quality on the ground services, engaging with delivery teams, highway maintenance and construction teams and traffic engineers to overcome challenges
9. To support staff within Environment and ensure that they have the necessary skills to deliver purpose and support the BCP Council’s Learning Organisation and Employee Behaviours culture
10. Alert Manager(s) to common or reoccurring issues/barriers to ongoing improvement seeking solutions for consideration and/or action, to offer potential training solutions to resolve issues/barriers.
11. Support the delivery of the Highway Services by actively engaging in work programming, forward planning and responding to short notice events.
12. Notify Manager(s)/customer services/Corporate communications at the earliest opportunity of significant or potentially disruptive works/incidents to prevent or reduce enquiries and/or complaints.
13. Procure goods, equipment and services in line with standing orders to support Sign Shop delivery
14. To undertake such out of hours activities as necessary in accordance with Service Unit and Council policy.
15. To undertake such other duties as may be required from time to time commensurate with the level of the post.
16. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act. Develop operational health and safety policy, safe working practices and undertake risk assessments ensuring such policy and procedures are communicated to and complied with by team members.

Prepared by: Greg Kerr – February 2024

# PERSON SPECIFICATION

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * Highway signage design, materials, and manufacture. * Supporting the delivery of signage for traffic regulation orders, events, and traffic management * Working with team members and contractors to maintain public spaces and deliver improvements. * Preparing estimates and financial control | Essential | Application Form Interview References |
| **QUALIFICATIONS / TRAINING**   * Relevant degree (or equivalent experience) * A recognised qualification (or experience) in traffic sign regulations 2016 (or subsequent amendments) * NRSWA Supervisor accreditation. * Auto cad (or equivalent experience) | Essential | Application Form Certificates |
| **APTITUDES /ABILITIES**   * Excellent verbal and written communication skills * Effective interaction with highway engineers, traffic engineers and operational teams. * Ability to manage changing demands and service pressures, resolving issues where appropriate * Identifies methods of continual improvement and implement new ways of working. * Takes responsibility, make effective decisions and seek resolutions to issues. * Motivate and support team members performance | Essential | Application Form Interview References  (Practical Test –if applicable) |
| **KNOWLEDGE**   * Traffic sign regulations 2016 (or subsequent amendments) * Knowledge of general construction, highway maintenance activities and highway design. * Highways Act 1980. * Awareness of Personnel and financial Mgt. * Specialist knowledge in design, materials and signage installation. * Customer needs and how to manage their demands aligned to the Council’s plans and priorities. | Essential | Application Form Interview |
| **ATTITUDE / MOTIVATION**   * Team builder – create positive team spirit where team members work together to achieve shared goals. * Enabler – identifies opportunities for co-operations and interdependency across groups/service units/external bodies. * Motivator. * Customer led – understanding what the customers need and taking actions to meet their requirements. * Systems Thinker – Focusing on the value work to continually improve the service. | Essential | Application Form Interview  References |

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| **OTHER FACTORS**   * Full valid UK driving licence * Flexible approach to working hours to include evenings, weekend and on occasions at night. * Willing to work outside in all weathers on various locations within the BCP boundaries. | Desirable  Essential | Application Form Interview  Driving Licence |