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# Example of Civil Supervisor Job Description

Our growing company is looking for a civil supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for civil supervisor

* Manage the day to day activities of work crews including all site activities standard administrative tasks
* Ensure that all documentation associated with the Work Control Certificate/Perm is attached
* Ensure that contractors record all quality control checks, and that all quality documentation is available for inclusion in the handover dossiers
* Witness, inspect and maintain surveillance checks on contractors work in accordance with the site quality plan requirements, and agreed ITP’s
* Providing proactive leadership and direction to the electric transmission, distribution, or substation/civil construction contractor workforce to ensure that high standards of safety, security, and environmental compliance are developed and consistently maintained
* Working closely with contracted workforce to ensure development of a complete Work Proposal, including construction work plan, detailed schedule, Safety & Health Plan, and outage plan
* Participating in construction conference calls and meetings to support the requirement to provide weekly updates, crew activity and reports
* Maintaining a thorough understanding of department emergency response procedures to help arrange and provide resource support as needed
* Work in company derived computer systems for assignment of daily platform work, contractor proposals and estimates and initiate approvals for completed work
* Enforce Contractor Safety Requirements, Health, Safety & Environmental Plans, Safety Initiatives and SHE Communications to ensure these documents are reviewed, shared and understood by the contractor’s workforce

## Qualifications for civil supervisor

* Civil experiencing encompassing major earthworks, storm water drainage, road works, concrete works, and asphalt pavement to DTMR standards
* Experience in overseeing electrical trenching and conduit installation
* The ability to read and understand technical specifications and drawings
* High level of administrative skills (daily reporting and other documentation)
* Under the principles of planning
* Cert IV in Civil Construction desirable (or Diploma in Civil Engineering)