




JOB TITLE: SECTION LEADER / SUPERVISOR

ROLES AND RESPONSIBILITY	DAILY ACTIVITIES
<p>A Section Leader / Supervisor is usually a qualified operator or other civil works specialist who takes on a more responsible role within a team with limited supervision of others.</p> <p>This is a 'hands on' job requiring the ability to motivate and lead others by example.</p> <p>A Section leader is responsible for instance for:</p> <ul style="list-style-type: none"> • Leading and Supervising Construction Teams construct and assemble shutter panels; • Erect support work and access scaffolding; • Place concrete; • Stripping Shutter panels; • Construction of the road. 	<p>Daily tasks may include:</p> <ul style="list-style-type: none"> • Overseeing the use of plant and materials; • Providing methodology and technical assistance to the team; • ascertaining any training requirements; • Setting work priorities; • Monitoring safety, quality, Occupational Health & Safety and environmental plans • Ensure safe working area; • Assist and train individual team members; • Lead my team by example; • Measure team effectiveness; • Communicate work targets to team members; • Report work progress <p>Very busy, sometimes stressful.</p> 
QUALIFICATION PRE-REQUISITE	CAREER DEVELOPMENT
<p>Must have a qualification in for example Shuttering, Concreting or Scaffolding. School Grade 9 preferably or ABET Level 4 Medical Certificate of fitness</p> <p>You must be able to write, have basic educational knowledge of the job and be able to think.</p>	<p>If you show initiative as a Supervisor and have the drive to succeed, you could be in line for promotion into a more senior supervisory level i.e. Trade Supervisor or Junior Foreman level.</p>

<p>PERSONAL REQUIREMENTS</p> <p>The following important qualities are required:</p> <ul style="list-style-type: none"> • Be able to communicate effectively at all levels; • Have good leadership skills including being able to motivate and lead by example; • Be able to analyse and solve problems; • Have an eye for detail; • Like working outside on Construction sites; • Adverse weather and time conditions; • Technical ability; • Utilising people for productivity; • Quality focus; • Safe working area (Send my team home safely every day); • Be decisive, look after you team and focus on your job. 		<p>CHALLENGES</p> <p>The following is some of the challenges in this job:</p> <ul style="list-style-type: none"> • Ensure team effectiveness and Quality; • Apply Health and Safety Standards; • Maintain records of work progress of team; • Handle all Industrial Relations related problems
<p>JOB SATISFACTION</p> <p>This position is awarding if you:</p> <ul style="list-style-type: none"> • Achieve your outputs • No Rework • No Incidents or Accidents • Utilised your teams individual skills • Happy and trained team members • When your section achieve a safety award for injury free man hours • Section hand-over on completed jobs accurately when your finished product is neat and presentable. • Teamwork from your team 	<p>ADVICE FOR JOB SEEKERS</p> <p>The following is advice for potential job seekers:</p> <ul style="list-style-type: none"> • Utilize individual skills within your team • Develop your team members • Ensure accuracy and quality • Create a safe working environment • To encourage them to learn subjects pertaining to this job. Respecting others • Must be able to think on their feet. 	

	<p style="text-align: center;">WORKING ENVIRONMENT</p> <p>The working environment is mainly site based with a few hours a week in an office environment either on site or at the company's office.</p>
<p style="text-align: center;">EDUCATION AND TRAINING</p> <p>Usually you will have completed a learnership or Apprenticeship in civil construction. The formal qualification on completion of a Learnership / Apprenticeship is a National Certificate in Civil Construction NQF 2 and 3.</p>	<p style="text-align: center;">LENGTH OF STUDY</p> <p>After completing your Learnership / Apprenticeship, it is possible to undertake further units standards in people management skills and continues to do the Supervisory qualification at NQF Level 4.</p>