




**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"> <li>• Leading and Supervising Construction Teams construct and assemble shutter panels;</li> <li>• Erect support work and access scaffolding;</li> <li>• Place concrete;</li> <li>• Stripping Shutter panels;</li> <li>• Construction of the road.</li> </ul>	<p>Daily tasks may include:</p> <ul style="list-style-type: none"> <li>• Overseeing the use of plant and materials;</li> <li>• Providing methodology and technical assistance to the team;</li> <li>• ascertaining any training requirements;</li> <li>• Setting work priorities;</li> <li>• Monitoring safety, quality, Occupational Health &amp; Safety and environmental plans</li> <li>• Ensure safe working area;</li> <li>• Assist and train individual team members;</li> <li>• Lead my team by example;</li> <li>• Measure team effectiveness;</li> <li>• Communicate work targets to team members;</li> <li>• Report work progress</li> </ul> <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><b>PERSONAL REQUIREMENTS</b></p> <p>The following important qualities are required:</p> <ul style="list-style-type: none"> <li>• Be able to communicate effectively at all levels;</li> <li>• Have good leadership skills including being able to motivate and lead by example;</li> <li>• Be able to analyse and solve problems;</li> <li>• Have an eye for detail;</li> <li>• Like working outside on Construction sites;</li> <li>• Adverse weather and time conditions;</li> <li>• Technical ability;</li> <li>• Utilising people for productivity;</li> <li>• Quality focus;</li> <li>• Safe working area (Send my team home safely every day);</li> <li>• Be decisive, look after you team and focus on your job.</li> </ul>		<p><b>CHALLENGES</b></p> <p>The following is some of the challenges in this job:</p> <ul style="list-style-type: none"> <li>• Ensure team effectiveness and Quality;</li> <li>• Apply Health and Safety Standards;</li> <li>• Maintain records of work progress of team;</li> <li>• Handle all Industrial Relations related problems</li> </ul>
<p><b>JOB SATISFACTION</b></p> <p>This position is awarding if you:</p> <ul style="list-style-type: none"> <li>• Achieve your outputs</li> <li>• No Rework</li> <li>• No Incidents or Accidents</li> <li>• Utilised your teams individual skills</li> <li>• Happy and trained team members</li> <li>• When your section achieve a safety award for injury free man hours</li> <li>• Section hand-over on completed jobs accurately when your finished product is neat and presentable.</li> <li>• Teamwork from your team</li> </ul>	<p><b>ADVICE FOR JOB SEEKERS</b></p> <p>The following is advice for potential job seekers:</p> <ul style="list-style-type: none"> <li>• Utilize individual skills within your team</li> <li>• Develop your team members</li> <li>• Ensure accuracy and quality</li> <li>• Create a safe working environment</li> <li>• To encourage them to learn subjects pertaining to this job. Respecting others</li> <li>• Must be able to think on their feet.</li> </ul>	

	<p style="text-align: center;"><b>WORKING ENVIRONMENT</b></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;"><b>EDUCATION AND TRAINING</b></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;"><b>LENGTH OF STUDY</b></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>