

Unit ID 1145

Domain

**ROAD CONSTRUCTION AND
MAINTENANCE - SUPERVISION**

Title:

**Oversee and coordinate work
activities on a road construction and
maintenance work site**

Level: 5

Credits: 25

Purpose

This unit standard is intended for General Foremen working on a significant road construction or maintenance site. People credited with this unit standard are able to: describe the supervisory structure for work-related operations for a works project; describe the work programme for a project; oversee and coordinate the work of operational units; and maintain work and contract review documents and reports.

This unit standard builds on the competencies relating to the supervision of the use of materials, plant and equipment, and personnel for road construction and maintenance covered by other unit standards in this Domain.

Special Notes

1. Entry information

Prerequisite

- Unit 712 - *Comply with health, safety and environmental rules and regulations in road construction and maintenance work operations* or demonstrated equivalent skills and knowledge.
2. The credits for this unit standard have been calculated on the assumption that the competencies specified in the following unit standards have been acquired to industry requirements:
 - Unit 1047 *Determine and plan a team for work in road construction and maintenance*
 - Unit 1048 *Supervise the use and storage of materials for road construction and maintenance work*
 - Unit 1049 *Supervise the use and storage of plant and equipment for road construction and maintenance work*
 - Unit 1050 *Supervise road construction and maintenance work teams.*
 3. This unit standard is to be assessed on the basis of evidence from demonstrated performance on a worksite or worksites. Assessment parameters will depend on company and site specific equipment, procedures, and practices. Practices must

reflect industry best practice and comply with legislative requirements. Evidence is required from one works site.

4. Training and/or assessment for this unit standard should be complementary to activities associated with the following unit standards and others in this Domain where relevant:
 - Unit 1143 *Coordinate the supply and oversee the utilisation of materials for road construction and maintenance work*
 - Unit 1144 *Coordinate the supply and oversee the utilisation of plant, equipment and vehicles for road construction and maintenance work*
 - Unit 1146 *Oversee the skill development of workers and work teams on a road construction and maintenance worksite*
5. Definitions
 - a) *Organisational procedures* means all documented policies, procedures, and methodologies of the candidate's employer at the time of assessment and include but are not limited to those relating to health, safety, environment, quality, administration, and operations. All stipulated requirements, including legal requirements, must be adhered to at all times.
 - b) *Resources*, as used in this unit standard, refers to materials, machines, manpower and timeframes.
6. Regulations and legislation relevant to this unit standard include but are not limited to the following:
 - Labour Act, No. 11 of 2007 as amended
 - Regulations relating to the Health and Safety of employees at work, 1997
 - Road Traffic and Transport Regulations No. 52, 1999 and Government Notice No. 53 on Road Traffic and Transport Regulations
 - Road Ordinance 30 of 1960 and 17 of 1972 and other similar legislation and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Describe the supervisory structure for work-related operations for a works project

Performance Criteria

- 1.1 An organogram diagram is used to show the next level reporting lines for and between supervisory roles below, across from and above the General Foreman for a specific works project.
- 1.2 Levels of authority for roles shown are described in terms of formal and delegated authorities as specified in organisational procedures.
- 1.3 Responsibilities and accountabilities for roles shown are described in accordance with organisational procedures and contract requirements.

Element 2: Describe the work programme for a project

Performance Criteria

- 2.1 The described work and worksite objectives, priorities and productivity targets are consistent with the contract documents.
- 2.2 How work has been scheduled and allocated to achieve optimum productivity for the project is explained.
- 2.3 Resource allocations to operational functions and teams for the project are explained.
- 2.4 Monitoring and testing activities to ensure the project schedule and quality requirements are to be met are explained in terms of timing and responsibilities.
- 2.5 Contingency plans put in place to secure contract outcomes are explained in terms of actions and responsibilities.

Element 3: Oversee and coordinate the work of operational units

Performance Criteria

- 3.1 Regular briefing and reporting meetings with subordinate foremen and other necessary personnel to ascertain progress and potential problems are conducted in accordance with work requirements and organisational procedures.
- 3.2 Regular site visits are conducted to confirm reported work progress and to monitor compliance with work instructions, schedules and specifications.

- 3.3 Regular monitoring confirms that resource utilisation conforms to schedules and specifications.
- 3.4 Regular monitoring confirms complementary activities between functional areas are occurring smoothly and in accordance with plans.
- 3.5 Regular monitoring and/or liaison confirms that sub contracted components of the project are meeting production, productivity and quality targets set.
- 3.6 Regular monitoring and/or liaison confirms that ancillary functions, such as testing and maintenance, are being carried out in accordance with schedules and plans.
- 3.7 Regular monitoring confirms that site health, safety and environmental plans and requirements are being followed and that traffic accommodation measures are being implemented as planned.
- 3.8 Regular monitoring confirms that production and quality related documentation is being maintained in accordance with organisational procedures.
- 3.9 Action is taken to ensure that any measure required to rectify and/or remedy any work compliance, scheduling and/or quality matter are planned, delegated, and carried out in accordance with site requirements and organisational procedures.

Element 4: Maintain work and contract review documents and reports

Performance Criteria

- 4.1 Work outputs and records of resource inventories and usage are maintained in accordance with contract requirements and organisational procedures.
- 4.2 Progress reports, inclusive of performance analyses and, where required, recommendations are compiled and presented in accordance with contract requirements and organisational procedures.

Registration Data

Subfield:	Road Construction and Maintenance
Date first registered:	27 March 2013
Date this version registered:	27 March 2013
Anticipated review:	2017
Body responsible for review:	Namibia Training Authority