

How to develop Your Career & Skills in Civil Construction ...

There is a great career to be had in Civil Construction, that can grow with your qualifications and experience.

Step 1

- **Secure your employment**
Identify your level of experience in the table below, and gain your qualification to match.
(Your prior experience will be recognised)

Step 2

- **Progress Your Career**
Look for promotions & career progression by expanding your qualification level.

Position	General Roles	Qualification Recommended
Leading Hand/ Team Leader/Ganger	A Leading Hand might control four to six workers (a work gang), one or two earthmoving or road-working machines and the necessary inventory for a limited scope of work. For example, a gang might be given the job of installing six or so culverts within a project.	Cert IV in Civil Construction Supervision Cert IV in Leadership & Management
Supervisor	Oversees of a number of construction gangs/teams on a construction work site, See below for suggested duties *	Cert IV in Civil Construction Supervision + Cert IV in Leadership & Management or Cert IV in Project Management
Foreman/Foreperson	Oversee job – not paperwork construction work on several sites or sub-sites A Foreman might be responsible for three or four work gangs. His job would be to ensure that the tasks of the gangs were coordinated and the necessary equipment and supplies were made available in a timely fashion. On the same project, other foremen might be responsible for a bridge construction, general road construction, drainage works, etc.	Dip of Civil Construction Management + Cert IV in Leadership & Management
Site Supervisor	The person, usually located on site, who is responsible to the contractor for making day-to-day decisions about the running of the contract. Can sometimes be is the same person as the contractor's representative or project manager.	Dip of Civil Construction Management + Cert IV in Leadership & Management + Cert IV in Project Management

General Foreman	Oversees project part e.g. bridges Oversees number of foreman	Dip Civil Construction Management + Dip Leadership & Management
Construction Manager	Oversees construction site	Dip of Civil Construction Management + Dip of Leadership & Management + Dip of Project Management
Estimator	Capable of detailed measurement from adequate documentation. Must be able to seek & obtain subcontract or supplier prices, and price a range of standard activities (with some gaps). An estimator must have some ability in determining and pricing appropriate project overheads.	Dip of Civil Construction Management + Dip of Leadership & Management
Project Manager/Project Supervisor/Contractors Representative	A project manager is capable of running a single project up to \$8 million or a max of three small projects less than \$2million each. Skills may need matching to the projects. Such a person will be very capable in areas where of previous experience, but may need some guidance in contractual and commercial matters. The Project Supervisor would be responsible for the coordination of all of the gangs, equipment and consumables. He/she would also deal with higher levels of estimation, contract control, specifications and quality assurance, etc.	Dip of Civil Construction Management + Dip of Project Management
Senior Project Manager	Capable of running a single large project, or a number of smaller projects. Generally, has strengths in 1 or 2 areas, but would be capable of tackling almost any project. Must have good engineering & construction skills, & excellent personal productivity	Ad Dip of Civil Construction + Dip of Project Management
Superintendent/Works Superintendent	The person nominated in the contract who, both parties agree, should ensure both the principal & contractor properly perform their respective obligations under the contract. Oversees major projects & deals with Government Stakeholders	Ad Dip of Civil Construction + Ad Dip of Leadership & Management
Engineers	The person who deals with all technical issues and undertakes duties as delegated by the resident engineer.	Engineering Degree + Dip of Civil Construction Management Dip of Project Management / Dip Leadership & Management

Suggested Supervisor Roles

The list below outlines some of the tasks and responsibilities that may form part of a supervisor's job. Not all supervisors will need to do all of the tasks every day and there are other tasks that have not been included here. Supervisors might be required to do any of the following:

- Plan the day-to-day operations that are under their control.
- Plan for the overall project/s under their control.
- Provide cost estimates for labour, equipment and supplies.
- Maintain and improve workplace safety.
- Maximise efficiency and productivity.
- Organise the resources necessary to get tasks completed.
- Achieve maximum utilisation of resources (labour and equipment).
- Ensure that the job is carried out in line with the specification.
- Negotiate prices and delivery dates with sub-contractors and suppliers.
- Ensure that the work done on the job meets all quality control and quality assurance standards.
- Prevent wastage of manpower and resources.
- Assist in the financial management of the project.
- Ensure that all tasks are carried out in accordance with the relevant Australian Standards.
- Communicate effectively with personnel at all levels, including, labour, management, clients, suppliers, sub-contractors, members of the public, etc.
- Act as the chairperson at site meetings.
- Provide leadership to help build your team.
- Play your part in maintaining harmonious industrial relations.
- Be an active trouble-spotter and trouble-shooter.
- Provide progress and other reports to the appropriate personnel.
- Be on the lookout for more efficient ways to do things.
- Be a good team player as well as a good team leader.
- Accept that being a supervisor means more work, not less.

What our students are saying



Steve Wallis

I would thoroughly recommend Global Training Institute to any person who is looking to update their qualifications. The staff were extremely friendly and knowledgeable. It would appear that there may be a promotion in the near future for myself and without a doubt I believe that this was granted with your help.

–
Diploma of Civil Construction
Management



Fabrizio Garzon

The RPL process was practical and easy, while the support processes were excellent! Gaining knowledge of civil construction procedures has greatly improved my work skills. I would recommend this training to others as it is easy to achieve within your own time.

–
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