

<b>Title</b>	<b>Supervise infrastructure works projects</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– describe supervisory roles in an infrastructure works context;</li> <li>– plan the work programme for contracted activities;</li> <li>– allocate infrastructure works tasks; and</li> <li>– manage and report on infrastructure works project activities.</li> </ul>
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<b>Classification</b>	Infrastructure Works > Infrastructure Works Supervision
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with relevant legislative and industry requirements.
- 2 Legislation and regulations relevant to this unit standard include:
  - Construction Contracts Act 2002;
  - Construction Contracts Regulations 2003;
  - Health and Safety at Work Act 2015;
  - Resource Management Act;
 and all subsequent amendments and replacements.
- 3 Definitions
 

*Accountability* refers to where the final responsibilities lie for performance and cannot be delegated.

*Industry requirements* refer to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents, Waka Kotahi New Zealand Transport Agency specifications and guidelines.

*Responsibilities* refer to tasks and expectations of performance; responsibilities can be delegated.

*Technical procedures* may include sampling and testing requirements, Transit New Zealand specifications, Standards, and methodologies specified in contract documents.

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## Outcomes and performance criteria

### Outcome 1

Describe supervisory roles in an infrastructure works context.

#### Performance criteria

- 1.1 The levels of authority invested in people in supervisory roles in infrastructure works are described in accordance with contract requirements.
- Range operations, administration, finance, formal authority, delegated authority.
- 1.2 The responsibilities and accountability of people in supervisory roles on infrastructure works projects are described in accordance with contract requirements.
- Range project planning, project organisation, productivity, work performance, quality control, staff management, maintenance of standards, reporting, health, safety, environment.

### Outcome 2

Plan the work programme for contracted activities.

#### Performance criteria

- 2.1 Worksite objectives are established in accordance with contract specifications.
- Range organisation, task priorities, performance records, project objectives, productivity targets.
- 2.2 Workflow is organised to achieve optimum productivity.
- Range planning, delegation, time frames, work force capability, monitoring, availability of additional resources.
- 2.3 Contingency plans are prepared in accordance with contract specifications.

### Outcome 3

Allocate infrastructure works tasks.

#### Performance criteria

- 3.1 Resources are determined in terms of task and contract specifications.
- Range plant, materials, labour, subcontractors.

3.2 Tasks are programmed to achieve optimum productivity.

Range sequences, lead time, inspections, testing, work review.

#### Outcome 4

Manage and report on infrastructure works project activities.

#### Performance criteria

4.1 Project activities are managed in accordance with contract specifications.

Range productivity, health, safety, personal image, company image, good housekeeping, maintenance of equipment, allocation of resources, efficient use of resources, control of waste, team morale, warning of project issues, recommendation of solutions, cooperation, subcontractors, public relations.

4.2 Work crews are supervised in accordance with legislative requirements.

Range clear instructions, fair treatment, availability, training, encouragement, delegation, leading by example, appropriate equipment, managing workflow, feedback.

4.3 Resource management requirements are monitored in accordance with contract specifications.

4.4 Work outputs are documented in accordance with contract specification and legislative requirements.

Range time sheets, machine hours, tally docketts, material invoices, measure-ups, sampling, testing.

4.5 Work progress is communicated in accordance with contract specifications.

Range verbal, written.

4.6 Work instructions and/or technical procedures are implemented in accordance with contract specifications.

Range written and verbal instructions, formal and informal communication, delegation, individual and group instruction.

4.7 Contract review is reported in accordance with contract specifications.

Range progress reports, project debrief, final report, performance analysis, stocktake, recommendations, review.

<b>Planned review date</b>	31 December 2026
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1996	31 December 2012
Revision	2	9 March 1999	31 December 2012
Review	3	30 May 2000	31 December 2012
Review	4	25 September 2006	31 December 2012
Review	5	18 March 2011	31 December 2023
Review	6	28 October 2021	N/A

**Consent and Moderation Requirements (CMR) reference**

0101

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Connexis - Infrastructure Industry Training Organisation [qualifications@connexis.org.nz](mailto:qualifications@connexis.org.nz) if you wish to suggest changes to the content of this unit standard.