
Overview

This Standard is about allocating and monitoring the use of materials, tools, equipment, plant and people for utilities work. It could apply for work in a single utility or in a multi-utility environment.

It includes assessing job specifications, securing resources, making sure resources are on site when required, recording resource use, acquiring additional or alternative resources, minimising and disposing of waste and storing or returning resources.

This Standard is for supervisors who are responsible for allocating and monitoring the use of resources and people in their area of responsibility in the utilities sector.

Performance criteria

You must be able to:

1. check that job specifications identify all resources required for completion of work
2. complete requests for specified quantities of materials, plant, tools, equipment or machinery in line with organisational procedures
3. secure plant, tools, equipment for the planned duration of the work
4. make sure resources comply with quality requirements to complete work
5. select team members with appropriate skills, qualifications or training to operate plant, equipment or machinery and complete required tasks
6. arrange for specified resources and staff to be in place at job locations
7. make sure resources and staff arrive at job locations in time for work to commence
8. keep records of the use of resources and staff in line with organisational requirements
9. use information from reliable sources to identify omissions or unsuitability of resources or staff
10. evaluate the cost of additional or alternative resources or staff in line with safety and budget requirements and their applicability for the work
11. inform decision-makers about the need and cost implications of additional or alternative resources or staff at appropriate times
12. communicate with team members using appropriate procedures about the use of equipment and materials and how to minimise scrap and reduce wastage
13. make sure surplus materials are handled and protected in ways that maintain their condition to enable future use
14. record and report details of surplus materials in line with organisational procedures
15. make sure surplus materials are collected and returned to storage in line with organisational procedures
16. make sure plant, equipment or machinery is serviced, maintained and stored in line with operational and statutory requirements
17. make sure all waste is disposed of in the recommended environmental manner and in line with company policies and

regulations

18. inform decision-makers without delay when plant, equipment or machinery is no longer needed

Knowledge and understanding

You need to know and understand:

1. relevant health and safety regulations, procedures and guidelines relating to self and others, duty of care, hazardous substances, personal protective equipment (PPE), use of equipment and machinery, confined spaces, excavations, lifting machinery, manual handling
2. the format and content of job specifications
3. how to evaluate a job and identify resource requirements
4. available budgets and how to work within them
5. where to obtain cost information about resources
6. how to evaluate the suitability of resources
7. the comparative benefits and disadvantages of hiring plant as opposed to owning it including costs, maintenance, assets and liabilities
8. how to match skills and qualifications to requirements
9. training requirements and how to check if team members have been trained
10. communication methods and procedures and how to check others' understanding
11. manufacturers' guidelines for equipment, plant and materials
12. organisational quality standards and how they relate to work activity
13. how to make the most economical use of resources
14. when to report problems outside of your expertise or authority and who should be advised
15. how to negotiate and gain approval to obtain extra resources
16. temporary and long-term storage requirements for materials
17. waste disposal methods

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