

Northumberland County Council

JOB DESCRIPTION

Post Title: Highways Heavy Plant/HGV Operative		Group/Department/Service: Local Services, Highways & Neighbourhood Services		Office Use
Band: 4		Workplace: Site Based (Countywide)		JE ref: 478
Responsible to: Senior Highways Team Leader or Highways Team Leader		Date: 2 December 2010	Manager level: N/A	
Job Purpose: Undertake the provision of an efficient and effective Highways Maintenance and Construction maintenance service.				
Resources	Staff	Oversee the work of a Banks-person or colleague, as necessary.		
	Finance	None		
	Physical	Day-to-day responsibility for the careful use and maintenance of the vehicle and allocated tools and equipment.		
	Clients	Duties have an indirect impact upon the health and safety of the community.		
Key Duties and responsibilities: Work Individually or as part of a team and under the general direction of senior colleagues:				
<ol style="list-style-type: none"> 1. Provide an efficient and effective Highways Maintenance and Construction service in an allocated area to designated standards and in accordance with predetermined schedules. 2. As necessary, drive and operate a range of specialist vehicles to provide efficient and effective logistical and operational support. 3. As necessary, complete all necessary paperwork to accurately record the resources used and progress of work in accordance with corporate procedures. 4. Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of all heavy & light plant, equipment and tools. 5. Liaise with service users and members of the public in a courteous and respectful manner. 6. Ensure the work is completed within the time, quality and specified service standards. 7. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment. 8. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained. 9. Deal with simple problems referring more complex issues to immediate supervisor. 10. As necessary, carry out routine vehicle driver and equipment operator checks in accordance with established procedures 11. Staff will be expected to work across the frontline services within their allocated area team. 				
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Physical requirements:	Predominantly sitting in a constrained position but with regular walking, some lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards.			
Transport requirements:	Need to attend training and development courses, meetings or other work sites within area.			
Working patterns:	Normal working week, Monday to Friday, with occasional evening, weekend and participation in emergency call out work. Driving regulations apply.			
Working conditions:	Operating outdoors in all weathers and traffic conditions.			

PERSON SPECIFICATION

Post Title: Highways Heavy Plant/HGV Operative	Group/Department/Service: Local Services, Highways & Neighbourhood Services	Ref: 478
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>An LGV/HGV Licence – minimum level 2 Knowledge of the legislation and regulations relating to driving. An awareness of Health & Safety legislation and its application in the workplace Relevant knowledge of the range of tasks together with the operation of associated tools and equipment. An appreciation and interest in the need for the service. Tractor Operation Training Customer Care Training</p>	<p>Previous experience in a related area of work. The safe disposal of Sharps NPTC Safe pesticide certificate PA2 for vehicle mounted sprayer operations NPTC Safe Pesticide Certificate (PA1 & PA6a)</p>	
Experience		
<p>Driving LGV/HGV Vehicles or Tractors Experience of working outdoors Knowledge of Health and Safety rules & regulations in relation to self, other employees and the public Experience with interacting with the general public in a customer friendly respectful manner</p>	<p>Previous work experience Street Cleansing operations Knowledge of Health and Safety legislation in relation to Street Cleansing</p>	
Skills and competencies		
<p>Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Ability to drive a variety of vehicles, including tractors with trailers. Specialist skills associated with the operation and maintenance of hydraulic equipment. Able to plan, organise and prioritise own time and resources.</p>	<p>A Tractor and Implements Operator Certificate Understand the role of the banksman</p>	
Physical, mental, emotional and environmental demands		
<p>Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentration. Some contact with service users and the public which results in limited emotional demands. Ability to operate outdoors in all weather conditions.</p>		
Motivation		
<p>Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve set tasks or objectives. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.</p>	<p>A willingness to undertake job related training.</p>	
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits