

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Traffic Management Operative	<b>Group/Department/Service:</b> Local Services, Highways & Neighbourhood Services		<b>Office Use</b>
<b>Band:</b> Band 4	<b>Workplace:</b> Area Based		JE ref: 2561 HRMS ref:
<b>Responsible to:</b> Traffic Management Team Leader	<b>Date:</b> December 2012	<b>Manager level:</b>	
<b>Job Purpose:</b> Carry out traffic management as directed by Traffic Management Officer and Traffic Management Team Leader			
<b>Resources</b>	Staff	Untrained traffic management operatives and contracted traffic management companies.	
	Finance	None	
	Physical	Overall 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.	
<b>Key Duties and responsibilities:</b> Individually or as part of a team and under the general direction of senior colleagues:			
<ul style="list-style-type: none"> <li>• Act as first point of contact for Traffic Management Operatives and work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained.</li> <li>• Ensure the team respond to and deal with problems that may arise, referring more complex issues to the Traffic Management Team Officer.</li> <li>• Assist in the provision of an efficient and effective construction service in various allocated areas, in accordance with predetermined schedules, including responsibility for the security and safe use of plant, equipment and tools used, including hired operated plant.</li> <li>• Staff will be expected to work across frontline services across the County as required.</li> <li>• Comply with all Health and Safety Legislation, Method Statements, Risk Assessments and Safe Operating Procedures. Operate hand and power tools and other items of plant and equipment in a safe and secure manner and be competent in the use of all personal protection equipment</li> <li>• Maintain records of progress by way site diaries, recording of all activities both direct and by contractors and compilation of as built drawings for each project.</li> <li>• Be aware of and comply with Health and Safety Regulations and Requirements and attend safety courses as necessary to obtain accreditation / certification and deliver regular toolbox talks to maintain health &amp; safety awareness of operatives and colleagues.</li> <li>• As necessary, drive and operate a range of vehicles to provide efficient and effective logistical support.</li> <li>• Carry out place of work assessments, undertake dynamic risk assessments and make sure all requirements are in place prior to commencement of any works.</li> <li>• Adhere to all Health and Safety Method Statements, Risk Assessments PPE such as ear and eye protectors, high visibility clothing, etc.</li> <li>• Establish the location of overhead cables prior to works commencing. Operate with extreme care in the vicinity of live public utility service overhead cables.</li> <li>• Capable by means of training and accreditation of a 12A/B Foreman, 12C Supervisor, 12D Supervisor and T6 and T7 in Traffic Management and CSCS accreditation.</li> </ul>			

- Day to day driving and security of Impact Protection Vehicle and non HGV vehicles such as light pickups and vans, mobile lane closure trailers and traffic light trailers.
- Ensuring all Traffic Management vehicles meet the current specification.
- As necessary, carry out routine vehicle driver and equipment operator checks in accordance with established procedures.
- Setting out works taking all necessary health and safety precautions including designing or selecting appropriate formwork for dual carriageway lane closures etc.
- Installation and location of VMS boards to include all maintenance as required.
- It is expected that the post-holder will work in a way which furthers the values of the organisation, with particular reference to customer care, equal access and opportunity and quality of service.
- Complete, or ensure the completion of, all necessary paperwork to accurately record the resources used and progress of work in accordance with corporate procedures.
- Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of all plant, equipment and tools.
- Liaise with service users and members of the public in a courteous and respectful manner.
- Ensure the team completes all categories of work within the time, quality and specified service standards.
- Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment.

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:  
 Transport requirements:  
 Working patterns:  
 Working conditions:

Predominantly standing with regular walking, also involves lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards. Be aware of manual handling regulations.  
 Specialised vehicles  
 Need to attend training and development courses, meetings or other work sites within area.  
 Normal working week, Monday to Friday, with need for evening, weekend and emergency call out work. Driving regulations apply.  
 Operating outdoors in all weathers and traffic conditions.

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**PERSON SPECIFICATION**

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Essential	Desirable	Assess by
<p><b>Qualifications and Knowledge</b></p> <p>NVQ in a Highways related activity, minimum level 2 or willingness to work towards within a prescribed timescale.</p> <p>Essential to have the following traffic management qualifications:</p> <ul style="list-style-type: none"> <li>● 12A Foreman (high speed roads)</li> <li>● 12C Supervisor (mobile lane closures)</li> </ul> <p>Knowledge of the legislation and regulations relating to driving.</p> <p>An awareness of Health &amp; Safety legislation and its application in the workplace</p> <p>Relevant knowledge of the range of tasks together with the operation of associated tools and equipment.</p> <p>An appreciation and interest in the need for the service.</p>	<p>Previous experience in a related area of work.</p>	
<p><b>Experience</b></p>		
<p>Recent experience of being involved in large scale traffic management schemes on a regular basis.</p> <p>Experience of carrying out vehicle checks</p>	<p>Previous experience of supervising a work team</p>	
<p><b>Skills and competencies</b></p>		
<p>Able to understand and follow straightforward spoken and written instructions.</p> <p>Able to keep basic work records.</p> <p>Ability to drive a variety of Highways Construction vehicles/plant.</p> <p>Specialist skills associated with the operation and maintenance of hydraulic equipment.</p> <p>Able to plan, organise and prioritise resources and staff, including own time.</p>	<p>Appreciation of the role of Banksman</p> <p>Ability to drive a variety of heavy goods vehicles</p>	
<p><b>Physical, mental, emotional and environmental demands</b></p>		
<p>Able to cope with the regular high level of physical demand.</p> <p>Able to maintain general awareness for safe working conditions with some periods of concentration.</p> <p>Extended periods of concentration if carrying out Stop / Go operations</p> <p>Some contact with service users and the public that result in limited emotional demands.</p> <p>Ability to operate outdoors in all weather conditions.</p>		
<p><b>Motivation</b></p>		
<p>Reliable and keeps good time.</p> <p>Committed to the ethics of public service, quality and customer service.</p> <p>Appropriately follows instructions to achieve set tasks or objectives.</p> <p>Adapts to change by adopting a flexible and cooperative attitude.</p> <p>Supportive and adapts to team working.</p> <p>Demonstrates integrity and upholds values and principles.</p>	<p>A willingness to undertake job related training.</p>	
<p><b>Other</b></p>		
<p>A Full Driving Licence including an HGV licence in order to drive Impact Protection Vehicle (crash cushion)</p> <p>Will undertake 'Stand By' duties as part of a rota, as necessary.</p> <p>Willing to be 'called-out', as necessary in the event of emergencies or unexpected /hazardous events.</p>		

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