

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Highways Operative		<b>Director/Service/Sector –</b> Place, Highways		<b>Office Use</b> JE ref: 485 HRMS ref:
<b>Band:</b> 3		<b>Workplace:</b> County-wide		
<b>Responsible to:</b> Skilled Highways Operative, Highways Supervisor, Inspector Supervisor.		<b>Date:</b> November 2009	<b>Manager Level</b>	
<b>Job Purpose:</b> To provide assistance to a team undertaking highway maintenance and construction tasks using, where required, simple powered light plant and powered hand-tools.				
<b>Resources</b>	Staff	None		
	Finance	None.		
	Physical	Shared responsibility for allocated resources, tools and equipment.		
	Clients	Daily contact with service users and the public for which there is some shared responsibility.		
<b>Duties and key result areas:</b> At the direction of a Skilled Highways Operative, Highways Supervisor, Inspector Supervisor or other supervising officer, undertake the duties of :-				
<div>1. To assist with highways repairs/maintenance tasks including:-<ul style="list-style-type: none"><li>• Modular and block paving</li><li>• Lay insitu concrete and associated steel reinforcement</li><li>• Associated iron work (i.e. manholes, gully's, valve cases)</li><li>• Lay kerb and channels</li><li>• Installation and repair of all types of drainage pipes and systems and operate mechanical jetting plant.</li><li>• Fit formwork and shoring-up equipment</li><li>• Fit metal concrete bollards</li><li>• Excavation work</li><li>• Prepare sub-bases and lay all types of flexible surfaces</li><li>• Construction of manholes in brickwork or concrete drainage rings</li><li>• Reinstatement of small areas of turf / planting.</li></ul></div> <div>2. Adhere to all Health and Safety Method Statements, COSHH Assessments, Risk Assessments and Procedures and have working knowledge of Chapter 8 of the Traffic Signs Manual which covers signing and guarding at roadworks. Be competent in the use of all personal protection equipment such as ear and eye protectors, high visibility clothing, etc.</div> <div>3. Be aware of and comply with Health and Safety Regulations and Requirements and attend safety courses as necessary to obtain accreditation / certification.</div> <div>4. Capable by means of training and accreditation to drive construction plant and machinery such as road rollers and mini excavators with front and rear shovel.</div> <div>5. Day to day driving and security of non HGV vehicles such as light pickups and vans</div> <div>6. Snow clearing and gritting with hand shovel.</div> <div>7. The ability to use mobile plant and other highways equipment e.g. small vibrating rollers, compactors, stihl saws, compressors etc.</div> <div>8. To work on major/minor capital schemes fully supervised.</div> <div>9. Assist with the excavation of trenches and laying of drainage pipes taking all necessary health and safety precautions including shoring up trench if required.</div> <div>10. To complete vehicle and plant log sheets and weekly time sheets for costing purposes.</div> <div>11. Assist with repairs to all types of drainage pipes and systems and operate mechanical jetting plant.</div> <div>12. Assist with the erection and painting of timber or steel fencing, sign posts, lighting columns etc.</div> <div>14. Assist street lighting section with the laying of cables and erection of lighting columns, fixing of traffic signs.</div> <div>15. Training will be made available for duties as applicable to the post.</div> <div>16. 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.</div>				

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	Regular moving and handling of plant, equipment and materials using mechanical aids where provided.
Transport requirements:	Extensive travel to work sites, area offices or training venues, throughout the County and occasionally further a-field.
Working patterns:	Normal office hours but flexi-hours may apply, if cover provided by team members. Standby or call out arrangements may apply.
Working conditions:	Extensive exposure to working outdoors.

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**PERSON SPECIFICATION**

<b>Post Title:</b> Highways Operative		<b>Director/Service/Sector:</b>	Ref: 485
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
City & Guilds Craft Certificate in Roadwork, NVQ Level 2 (or working towards) or equivalent qualification or significant industry experience. Basic numeracy and literacy skills.			
<b>Experience</b>			
Previous experience of manual work.		Previous experience of highways maintenance or construction work.	
<b>Skills and competencies</b>			
Ability to understand and comply with straightforward spoken and written instructions, Ability to keep basic work records Strength dexterity and co-ordination to use hand or power tools of larger pieces of equipment Specialist skills associated with the operation and maintenance of hand and power tools. Ability to drive a variety of work related general purpose vehicles up to 7.5 tonnes.		Ability to use Information Technology systems Ability to drive a work related vehicle over 7.5 Tonnes Ability to operate Winter Services vehicle and associate plant	
<b>Physical, mental and emotional demands</b>			
Physical ability to engage in heavy manual work. Much of the time will be spent walking, stooping, lifting and carrying. Flexible approach to nature of duties performed			
<b>Motivation</b>			
Commercial awareness. Ability to cope with a regularly high level of physical demand Ability to maintain general awareness for safe working conditions with some periods of concentration. Ability to work outdoors in all weather conditions Displays and encourages high standards of honesty, integrity, openness and respect for others. Dependable, reliable and keeps good time.			
<b>Other</b>			
Able to comply with the physical requirements of the Posts in question.			

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.

