

**Northumberland County Council
JOB DESCRIPTION**

Post Title:	Highways Skilled Operative	Director/Service/Sector:	Local Services, Highways & Neighbourhood Services	Office Use
Band:	5	Workplace:	County-wide	JE ref: 1020
Responsible to:	Senior Highways Team Leader, Highways Team Leader and Senior Construction Team Leader.	Date:	2 December 2010	HRMS ref:
Manager Level:	N/A			
Job Purpose: To carry out highway maintenance and construction tasks using, where required, simple powered light plant and powered hand-tools.				
Resources	Staff	Highways Operative, Highways Apprentice		
	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.		
Duties and key result areas: At the direction of a Highways Supervisor, Inspector Supervisor, Senior Highways Supervisor or other supervising officer undertake the duties of :-				
<ol style="list-style-type: none"> 1. To carry out highways repairs/maintenance tasks including:- <ul style="list-style-type: none"> • Modular and block paving • Lay insitu concrete and associated steel reinforcement • Associated iron work (i.e. manholes, gully's, valve cases) • Lay kerb and channels • Installation and repair of all types of drainage pipes and systems and operate mechanical jetting plant. • Fit formwork and shoring-up equipment • Fit metal concrete bollards • Excavation work • Prepare sub-bases and lay all types of flexible surfaces • Construction of manholes in brickwork or concrete drainage rings • Reinstatement of small areas of turf / planting. 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. 3. Location of underground services using a cable locator and public utility service drawings and plans prior to excavation. Excavate with extreme care in the vicinity of live public utility service cables and pipes. 4. Be aware of and comply with Health and Safety Regulations and Requirements and attend safety courses as necessary to obtain accreditation / certification. 5. 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. 6. Day to day driving and security of vehicles such as light pickups, vans and LGV's. 7. Snow clearing and gritting with hand shovel. 8. The ability to use mobile compressor with loading shovel and other highways equipment e.g. small vibrating rollers, compactors, stihl saws, compressors etc. 9. To be able to work from written works instructions where no direct supervision is available also read and interpret construction drawings and carry out simple site setting out procedures. 10. Occasional supervision and on site training of trainees / YTS. 11. Excavation of trenches and laying of drainage pipes taking all necessary health and safety precautions including formwork and shoring. 12. To complete vehicle and plant log sheets and weekly time sheets for costing purposes. 13. Carry out repairs to all types of drainage pipes and systems and operate mechanical jetting plant. 				

14. Erect and paint timber or steel fencing.
15. Assist streetlighting section with the laying of cables and erection of lighting columns.
16. Erect traffic sign posts and fix traffic signs.
17. Responsible for security of items of plant and machinery while working on site.
18. Willing to respond to out of hours calls to make safe dangerous situations e.g. oil spillage, road traffic accident, etc.
19. Occasional on-the-job training of new recruits
20. Training will be made available for duties as applicable to the post.
21. 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.

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

Post Title: Highways Skilled Operative	Director/Service/Sector: Local Services, Highways & Neighbourhood Services	Ref: 1020
Essential	Desirable	Assess by
Qualifications and Knowledge		
City & Guilds Craft Certificate in Roadwork, NVQ Level 2 or equivalent qualification.		
Experience		
Previous experience of highways and construction works.		
Skills and competencies		
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.	
Physical, mental and emotional demands		
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 .		
Motivation		
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.		
Other		
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.