

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Community Services & Transport		Service Area: Highway & Street Lighting Operations	
JOB TITLE: Roadworker 1			
GRADE: G			
REPORTING TO: Highway Supervisor			
1.	JOB SUMMARY: To be responsible for undertaking operations as appropriate to the post-holders grade on works as allocated by the Highway Supervisor.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To work flexibly across all units within Community Services in order to provide support dependant on workload and demand within those units in-line with your skill-set and grade.	
	2.	The erection and removal of appropriate traffic signs and barriers; the location and avoidance of underground service apparatus during excavation works; the preparation, application, compaction and removal of soils, rocks, coated and other materials; works on highways furniture and equipment (eg erection, fixing and/or dismantling) general maintenance of roads and footpaths; providing general support and assistance to skilled and/or specialist operatives; Winter Maintenance Activities.	
	3.	To be responsible for daily and weekly inspections and checks that may be required to any equipment or vehicle allocated to the post-holder, to ensure that they are safe to use at all times, that any damage or faults identified are reported immediately to the post-holder's Supervisor, and to ensure that the servicing requirements are brought to the attention of the post-holder's designated Supervisor.	
	4.	The post-holder will be required to be work towards driving status within 6 months of appointment to post or hold a full valid driving licence appropriate to the vehicle allocated and to operate and drive the vehicle in a safe and courteous manner fully in accordance with the Highway Code at all times. Post holder must achieve driving status before the end of the probationary period and before being confirmed in post.	
	5.	To comply with all Health and Safety requirements and all other relevant legislation, and specifically to comply with any risk assessments issued. To undertake the use of materials in accordance with COSHH (control of substances, hazardous to health) assessments. To seek guidance and clarification from the designated Supervisor in respect of any issue relating to Health and Safety.	
	6.	To be responsible for your Health and Safety by maintaining a clean and safe working environment at the place of work and the Health and Safety of others at all times.	
	7.	To be responsible for the accurate recording of time, labour and materials and submitting details as required and to assist in the identification of additional works, delays or disruption to contract works.	
	8.	To maintain a Customer Service Excellence ethos. To engage proactively with partner services and customers at all times.	

	9.	To take reasonable care of your own health and safety and co-operate with Management so far as is necessary to enable compliance with the authorities Health & Safety legislative requirements.
	10	To be aware of and adhere to all council financial, legal and administrative policies and procedures.
	11	To assist in the training and development of staff and colleagues and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	12	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	13	This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders rules and working practices, methods and procedures and reviews, as directed from time to time.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the Grade of G using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Behaviour Framework, and Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			

	R Burrell	11/01/2022
Job Description agreed by: (Post holder)

Job Description dated 11/01/2022

Dimensions:

Budget:

Staff:



PERSON SPECIFICATION

Job Title	Road Worker 1	Grade	G
Directorate	Community Services & Transport	Service Area	Highways & Street Lighting Operations
Post Ref		Reporting To:	Highway Supervisor

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Basic Skills in Literacy and Numeracy 	<ul style="list-style-type: none"> StreetWorks/Chapter 8 or working toward achieve both qualifications 	Application Form
Experience	<ul style="list-style-type: none"> Experience in highway maintenance Should be able to demonstrate practical skills in a construction environment or discipline 	<ul style="list-style-type: none"> Specific experience in a highways maintenance discipline 	

Skills	<ul style="list-style-type: none">• Ability to work as part of a team.• Good communication skills.• Good customer skills• Ability to receive and benefit from training relevant to the post.• Flexible in work arrangements to meet the needs of Departmental work loads and working hours• Ability to interpret and communicate information effectively and accurately including drawings, written and verbal instructions.• Ability to be organised, prioritise workload and meet deadlines.• PC Literate.• Full Driving Licence		Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none">• Prepared to attend training courses necessary to deliver the operations	<ul style="list-style-type: none">• Knowledge of practical highway maintenance techniques and skills.• Knowledge of regulations and procedures relating to the management and function of highway maintenance	

Person Specification dated

11/01/2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services & Transport	SERVICE AREA: Highway & Street Lighting Operations
JOB TITLE: Roadworker 1	
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The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	Yes
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	Yes
Is required to drive an HGV/LGV/PCV/Minibus	Yes
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear hearing protection)	Yes
Will be exposed to vibration likely to be above the exposure action level.	No
Prolonged or frequent exposed to hazardous substances such as machine generated wood dust, other heavy or excessive concentrations of mineral dust, solder flux or tar.	Yes
Potential exposure to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	Yes
Food handling and preparation	No
Will require a health assessment for regular night working	No
Will be using Display Screen Equipment	No
Other known risks – please detail	No
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: R Burrell

Date:18/03/22