

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services		Service Area: Highway Operations
JOB TITLE: Roadworker 2 (Highway Operations)		
GRADE: H		
REPORTING TO: Highway Supervisor		
1.	JOB SUMMARY: To be responsible for undertaking operations as appropriate to the post-holder's grade on works as allocated by the Highway Supervisor.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To work flexibly across all units within Community Services 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 (e.g. 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.	Driving of specialist and/or other vehicles with/without simple attachments including LGV, Winter Maintenance or other vehicles required by Department to which you are appropriately trained.
	4.	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
	5.	The post-holder will be required to hold a full and 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.
	6.	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 assessments. To seek guidance and clarification from the designated Supervisor in respect of any issue relating to Health and Safety.
	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 be responsible for your Health and Safety by always maintaining a clean and safe working environment at the place of work and the Health and Safety of others.
	9.	To be aware of and adhere to all Council financial, legal and administrative policies and procedures.

	10.	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.
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3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

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)			



PERSON SPECIFICATION

Job Title	Road Worker 2 (Highway Operations)	Grade	H
Directorate	Community Services	Service Area	Highways Operations
Post Ref		Reporting To:	Highway Supervisor

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• Basic Skills in Literacy and Numeracy • Full Driving Licence • HGV Licence	• Street Works/Chapter 8 or working toward achieve both qualifications	Application Form
Experience	• Experience in highway maintenance Should be able to demonstrate practical skills in a construction environment or discipline	• Specific experience in a highway's maintenance discipline	Interview
Skills	• 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 workloads and working hours • Ability to interpret and communicate information effectively and accurately including drawings, written and verbal instructions.	• Full Driving Licence or working toward achieving full UK driving licence	Interview

	• Ability to be organised, prioritise workload and meet deadlines. • Ability to work with digital devices		
Specific behaviours relevant to the post	• Prepared to attend training courses necessary to deliver the operations	• Knowledge of practical highway maintenance techniques and skills. • Knowledge of regulations and procedures relating to the management and function of highway maintenance	Interview

Person Specification dated 11/01/2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services	SERVICE AREA: Highway Operations
JOB TITLE: Roadworker 2 (Highway Operations)	
GRADE: H	
JOB LOCATION / BUILDING: Sedgefield Way Depot	
REPORTING TO: Highway Supervisor	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)	Yes	
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A (8) 9	Yes	
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)	Yes	

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Forklift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.	Yes	
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		No

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		No
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		No
Working at Heights - Safety Critical: Employee will be required to work at a height .	Yes	
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		No

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.	Yes	
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		No
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>	Yes	
Lone Working (including Home Working): Employee will be required to work alone.	Yes	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>		No
Any Other: Please identify any other known risks associated with this job 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: Rob Burrell

Date: 11/01/2022

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk