

Northumberland County Council
JOB DESCRIPTION

Post Title: Winter Services Driver		Group/Department/Service: Local Services, Highways & Neighbourhood Services		Office Use
Band: 5		Workplace: Site Based (Countywide)		JE ref: 2201
Responsible to: Senior Highways Team Leader or Highways Team Leader		Date: September 2011 Regraded: October 2025	Manager level: N/A	HRMS ref:
Job Purpose: Undertake the provision of an efficient and effective Highways Maintenance and Construction maintenance service.				
Resources	Staff	Oversee the work of a second person, as necessary.		
	Finance	None		
	Physical	Day-to-day 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.		
Key Duties and responsibilities: Work Individually or as part of a team and under the general direction of senior colleagues: 1. Provide an efficient and effective gritting/snow clearing service in an allocated area to designated standards and in accordance with determined schedules. 2. Drive and operate a range of specialist vehicles to provide efficient and effective logistical and operational support. 3. Complete all necessary paperwork to accurately record the resources used and progress of work in accordance with corporate procedures. 4. Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of all heavy & light plant, equipment and tools. 5. Liaise with service users and members of the public in a courteous and respectful manner. 6. Ensure the work is completed within the time, quality and specified service standards. 7. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment. 8. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained. 9. Replace slow plough blades as necessary, possibly mid-job. 10. Carry out routine vehicle driver and equipment operator checks in accordance with established procedures 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:		Predominantly sitting in a constrained position but with regular walking, some lifting, pulling and pushing, all of which may be undertaken in difficult conditions. Need to remain alert for traffic, dangerous driving conditions, sudden changes in weather and other potential hazards.		

Transport requirements:	Need to attend training and development courses, meetings or other work sites within area.
Working patterns:	Rota with 2 weeks on, 1 week off working evenings/nights/early mornings as required depending on severity of weather. Driving regulations apply.
Working conditions:	Operating outdoors in all weathers and traffic conditions.

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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
An LGV/HGV Licence – minimum level 2 NVQ 2 in Winter Services Knowledge of the legislation and regulations relating to driving. An awareness of Health & Safety legislation and its application in the workplace Relevant knowledge of the range of tasks together with the operation of associated tools and equipment. An appreciation and interest in the need for the service.	Previous experience in a related area of work. The safe disposal of Sharps	
Experience		
Driving LGV/HGV Vehicles in hazardous conditions Experience of working outdoors Knowledge of Health and Safety rules & regulations in relation to self, other employees and the public Experience with interacting with the general public in a customer friendly respectful manner		
Skills and competencies		
Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Ability to drive a variety of vehicles. Specialist skills associated with the operation and maintenance of hydraulic equipment.		
Physical, mental, emotional and environmental demands		
Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with lengthy periods of concentrated sensory attention. Some contact with service users and the public. Ability to operate outdoors in all weather conditions.		
Motivation		
Reliable and keeps good time. Committed to the ethics of public service, quality and customer service. Appropriately follows instructions to achieve set tasks or objectives.	A willingness to undertake job related training.	

Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.		
Other		

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