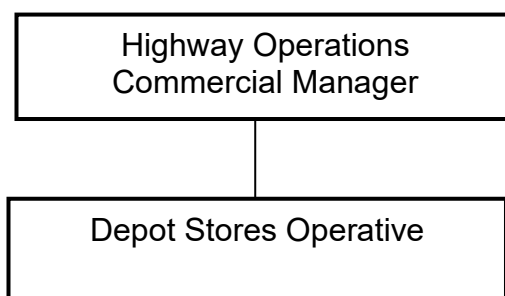




Job Description & Person Specification

Post Title	Depot Stores Operative				
JE Reference	X210	Grade	D+	SCP Range	12-14

Reporting line:



Job Purpose:

To support the efficient operation and day-to-day management of the Highway Depot by maintaining effective control of materials, fuel, tools and PPE.

This includes ensuring accurate stock records are maintained, overseeing stock control systems, and coordinating the timely collection of waste disposal skips and updating plant maintenance records.

The role is also responsible for promoting and maintaining a safe, clean, and well-organised working environment, while assisting with deliveries, collections, and inventory management to ensure depot operations run smoothly and effectively.

Relationships:

Accountable to: Highway Commercial Manager and Highway Construction Officers.

Accountable for: N/A

General Contacts: Senior Highway Operatives, Highway Operatives, External Suppliers and Highway Commercial Manager.

Key duties and responsibilities:

1. Take overall responsibility for the receipt, control, security and movement of materials, tools, plant, equipment and other depot assets, ensuring deliveries are verified against orders, and any shortages, damage or discrepancies are identified and resolved promptly.
2. Maintain accurate, auditable stock, inventory and asset information through appropriate IT and management systems, supported by stocktakes, inventory audits, asset verification and corrective action where discrepancies arise.
3. Ensure the timely availability of materials, equipment and services through effective forecasting, procurement, replenishment and management of usage, wastage, loss and value for money.
4. Provide a responsive materials and equipment service that supports operational teams, including the accurate preparation, issue, allocation and delivery of resources across depot and site-based activities.
5. Ensure materials, plant and equipment are stored, handled, loaded, transported and allocated safely and securely, using appropriate manual-handling methods and authorised mechanical-handling equipment, including forklift trucks where qualified.
6. Maintain oversight of the condition, availability, servicing and effective utilisation of fleet, plant and specialist equipment, including maintenance records, defect reporting and support for the fitting, removal and inspection of vehicle attachments used for highways and winter maintenance.
7. Promote a safe, compliant and environmentally responsible depot by embedding relevant legislation, policies, risk controls, safe systems of work, safety inspections and environmental permit requirements, and ensuring hazards or safety-critical defects are addressed.
8. Maintain a clean, organised and fit-for-purpose depot through effective arrangements for housekeeping, storage, vehicle parking, routine site inspections, minor maintenance and the timely coordination of repairs.
9. Oversee waste and fuel management arrangements, ensuring appropriate segregation and recycling, timely waste collections, accurate stock and usage records, efficient use of resources and compliance with environmental standards.
10. Coordinate depot resources, contractors and planned or responsive activities to meet service priorities and operational standards, including cleansing programmes such as road sweeping, gully cleansing and catch-pit maintenance.

11. Build effective relationships with colleagues, managers, suppliers, contractors and customers, acting as a key point of contact and providing a professional, responsive and customer-focused service.
12. Contribute to continuous improvement by identifying opportunities to strengthen safety, efficiency, stock control, resource utilisation, environmental performance and service delivery.
13. Participate in emergency call-out and response arrangements, including urgent, out-of-hours and winter-maintenance requirements, in accordance with service response standards.
14. Manage conflicting operational demands from site-based teams and management, exercising sound judgement to prioritise resources, resolve issues and maintain continuity of service.

General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

Last Updated: June 2026

Author: R Asadi

this is Redcar & Cleveland

POST TITLE	GRADE
Depot Stores Operative	D+

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	• Knowledge of materials • Experience in a Stores, Yard or Warehouse environment • A minimum of 3 years' experience of Highways Maintenance works • Use of hand, power and machine tools • Use of Plant and equipment	• Knowledge of the local area • Experience in carrying out Highways tasks: Concreting, paving, adjusting small iron works etc	A, I
SKILLS AND ABILITIES	• Good knowledge of Highways materials and methods • Good level of general fitness to undertake the physical demands of the post • Good knowledge and understanding of health and safety at work • IT skills for using stock management systems • Good organisational skills and attention to detail • Ability to work independently or as part of a team • Ability to work off own initiative	• Previous experience of using stock management systems. • Previous experience of stock control and monitoring costs • Understanding of working within local authorities	A, I

EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	• Educated to GCSE standard with 5 grades at A – C including Maths and English • Knowledge of NRASWA • Competent in the use of Excel • Good Knowledge of materials used within Highway Activities	• Banksman Qualified • Loading Shovel/Forklift • HGV licence Class 2	A, I, C
OTHER REQUIREMENTS	• Full Clean Driving Licence • Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours • Commitment to own continuous personal and professional development • Strong team player, committed to an ethos of continuous improvement	• Evidence of own continuous personal and professional development • Occasional weekend or out of hours work may be required. • Role will involve working outdoors during adverse weather	A, I, C
COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users	• Evidence of having completed training in equality and diversity awareness	A,I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer-focussed service	• Evidence of surpassing customer expectations or service targets / goals	A,I

METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE