

# JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | Road Worker | **Department / Service:**  | ERF – Open Spaces |
| **Hours:** | 37 | **Level:** | G04 |
| **Location:** | Tre Marl / Tan y Gopa | **Job Evaluation Number:**  | JE0169 |
| **Responsible to:** | Area Manager Open Spaces | **Responsible For: (Staff)** | None |

|  |
| --- |
| **Job Purpose:** |
| To undertake general works of highway maintenance and construction plus other tasks included within the Open Spaces function, including traffic management and Winter Maintenance, together with plant and equipment operation and the driving of large goods vehicles. |

|  |
| --- |
| **Duties and Responsibilities - Job Specific** |
|  | To undertake and control works of a civil engineering nature, generally but not exclusively on highways, including kerb laying, tarmac work, ditching, siding, drainage, paving, trenching, and sign/sign post erection/removal. |
|  | To undertake other works which fall within the function of the Open Spaces Service including litter picking, tree and hedge pruning/clearance, grass mowing etc. |
|  | To undertake and control installation, maintenance and removal of temporary traffic management. |
|  | To undertake and control works of a more specialist nature e.g. maintenance, erection and repair of vehicle restraint systems, chainsaw operations |
|  | To participate in Winter Maintenance operations. This will usually involve working outside normal working hours on a rota basis 7 days a week and will require the post holder to drive and operate Large Goods Vehicles |
|  | To participate in the Emergency Response Unit Rota for Trunk Roads (A5, A470 & A55). This will require being available to work outside normal working hours, 7 days a week when on duty. It will require being able to respond within an hour, have a knowledge of the Trunk Road network and having the necessary training and competency to undertake the work.  |
|  | To be prepared to undertake planned work outside normal working time including weekends. |
|  | To operate plant, vehicles, machinery and equipment which could be of a specialist nature and to undertake routine checks and maintenance of such items. Make a record of checks undertaken and report any defects which may be found. |
|  | To undertake and control works and plant/vehicle/ machinery operation in a safe and responsible manner in compliance with current health and safety legislation having due regard for personal safety, the safety of the workforce and the public. This will include undertaking on-site Risk Assessments for the operations being undertaken at that time. |
|  | To be willing to undertake and maintain training and gain/maintain such qualifications as may be necessary to undertake work tasks, understand and implement health and safety measures and/or operate plant or vehicles or machinery. |
|  | To attend tool box talks and briefings and have an input to the production of risk assessments and method statements.  |
|  | To accurately record works, task times, materials and plant usage etc. on documentation within the Section |

|  |
| --- |
| **Duties and Responsibilities – Corporate**  |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post:** Road Worker

**Date:** April 2015

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| **Knowledge & Skills** | Current UK/European Driving Licence | AF,V | E |  |
| LGV Driving Licence | AF,V | E |  |
| Highways Sector scheme 12D, T1, T2 qualification | AF |  | D |
| General civil engineering construction and maintenance skills and knowledge | AF,I,R | E |  |
| General knowledge of construction industry health and safety legislation and practice, preferably in conjunction with CSCS/CPCS accreditation | AF,V | E |  |
| Chainsaw qualifications | AF,I |  | D |
| Winter maintenance experience | AF,I |  | D |
| Knowledge of local area | AF,I | E |  |
| Experience of working on own initiative | AF,I,R | E |  |
| As the teams work in a bilingual area, the ability to communicate in both Welsh and English is desirable | AF,I |  | D |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| **Supervision & Management** | On site supervision of colleagues e.g. temporary traffic management installation, maintenance, removal, use of plant etc. | AF,I | E |  |
| **Creativity & Innovation** | Ability to use own initiative | AF,I,R | E |  |
| Ability to solve every day problems on site | AF,I,R | E |  |
| **Contacts &** **Relationships** | Ability to work effectively as a member of a team | AF,I,R | E |  |
| Ability to communicate effectively with colleagues and Team Leader/Coordinator | AF,I,R | E |  |
| Ability to deal tactfully and politely with members of the public | I | E |  |
| **Decisions / Recommendations** | Ability to communicate effectively problems on site or with plant/vehicles etc. with Team Leader/Coordinator. | I | E |  |
| Ability to make correct decisions in respect of health and safety matters | I | E |  |
| **Resources** | To take responsibility for all Council owned vehicles, plant, materials and equipment which are in their control | AF,I | E |  |
| **Physical Demands** |  Ability to undertake physical manual tasks in all types of weather conditions and be willing to take part in regular health monitoring for safety critical works | AF,I | E |  |
| Available to undertake works outside normal working hours including weekends e.g. Winter Maintenance, respond to emergencies, planned works during low traffic volumes | AF,I | E |  |

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)