**Job Description - 12**

DIRECTORATE: Communities

**DEPARTMENT:** Neighbourhood Services

**POST:** Roadworker 3 – LGV Driver/Lead hand

**GRADE OF POST:** GR05

**RESPONSIBLE TO:** Highways Supervisor / Superintendent

**JOB PURPOSE:**

To be responsbile for delivering minor Highway Construction and Maintenance works including road surfacing, groundworks, drainage, kerbing, footways and winter maintenace

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

* To coordinate individual teams in the delivery of minor highway construction and maintenance work instructions .
* Undertake minor planned and unplanned maintenance of the Highways asset infrastructure, including material and small tool resourcing.
* Undertake minor planned works to non-highway related areas, including material and small tool resourcing.
* To operate a variety of Highway vehicles, plant and tools in a safe and proper manner, undertaking safety checks and notifying any defects.
* Operating specialist equipment and machinery for the construction and completion of works including scarifiers, mechanical rollers, hot box, road saws, dumper trucks and mini excavators.
* Read and understand minor construction, safe systems of work, method statements, risk assessments and specification drawings to ensure the successful completion of works to the correct safety, standard and specification.
* Liaise with contractors, other colleagues and members of the public when required to ensure their safety.
* Erecting traffic management signs and cones in accordance with the code of practice (Safety at Street Works and Road Works) to operate in a controlled and safe environment.
* To actively participate in good Health and Safety practices and operate in a safe and responsible manner.
* Participate in an out of hours Emergency Call out and a Winter Maintenance rota undertaking necessary duties and tasks.

**GENERAL DUTIES**

To undertake the Health and Safety responsibilities which fall within your

role and the personal Health and Safety responsibilities within the

HASAWA 1974.

To ensure that all activities are operated in accordance with Equal

Opportunities legislation and Best Practice.

**REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade

# Person Specification

**Roadworker 3 - LGV Driver/Lead hand**

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

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| Attributes | **Requirements** | **Essential** | **Method of Evaluation/testing** |
| **Qualifications & Training** | * Good standard of education or an ability to demonstrate competence through experience. * Hold and maintain CPC competency certification. * NPOR’s * Training on various hand held and construction plant * IOSH * T1/T2 traffic management certificate * Winter Maintenance Services Certificate | (√)  (√)  (√)  (√)  (√)  (√) | Production of original Qualification Certificates and application form. |
| **Knowledge & Experience** | * General small works highway construction, highway drainage and groundworks experience * Knowledge, experience and competence in traffic management and maintenance of chapter 8. * Experience of driving and operating a variety of vehicles including LGV, Econ QCB’s, Dumper trucks, highway construction Plant * Knowledge of underground and overhead services and the ability to read and work with engineering and PUSWA drawings. * Experience in delivering tool box talks and work instructions | (√)  (√)  (√)  (√) | Interview, application form, references and selection process. |
| **Skills & Personal**  **Qualities** | * Ability to follow instructions and schedules, recording defects. * Ability to give clear instructions to team members * Ability to resolve minor engineering problems and ability to work with minimum of supervision * Hold and maintain a current valid LGV class 1 and/or 2 driving licence. * Ability to communicate through the medium of Welsh. | (√)  (√) | Interview, application form, references and selection process. |