

Job Description



City of

Stoke-on-Trent

Job Title:	Driver Charge Hand - Skilled Highway Operative
Directorate:	Place, Growth and Prosperity
Section:	Highways Operations
Responsible:	Up to 2 FTE
Grade	Level 7

Job Purpose

- To carry out high quality repairs, and reconstruction/resurfacing works on the carriageway and footway network.
- To supervise, mentor and train staff.
- To be responsible for onsite safety at all times.
- Ensure compliance with all policies and regulations associated with fleet and transportation, and the City Council's obligations under its Operator's Licence
- To carry out repairs in line with specifications and regulations
- To provide support in other areas of the team as and when required, including but not exhaustively gritting, drainage and street furniture.

Key Duties / Responsibilities

- To act diligently in order to ensure that the health and safety of any person is not put at an excessive risk and to report any such matters of concern in a timely and appropriate manner
- To be responsible for site safety, ensuring that all policies and procedures are adhered to, and that all operatives working on site are following H&S practices.
- To supervise operatives whilst on-site, providing mentoring and training.
- To set out sites safely and in accordance with Chapter 8 of the Traffic Signs Manual
- To accurately diagnose repair requirement and ensure the most appropriate repair is carried out
- To carry out high quality repairs and, and reconstruction/resurfacing to bitumastic surfaces in both the footway and carriageway.
- To carry out high quality paving repairs and, reconstruction/resurfacing in flags, block paving and setts, tactile paving and kerbing.
- To carry out small drainage repairs to gullies, and associated underground drainage equipment e.g. gully pots, drainage pipes etc.
- To carry out installation and repair work to a variety of street furniture (e.g. guardrails, signage, benches, bollards etc.)
- To assist in flood prevention throughout the city through, but not exhaustively, providing sandbags, laying out flood warning signs, clearing gullies and gratings, filling and installing sandbags etc.
- To drive and operate specialist vehicles such as gully tankers, jetting units, gritters etc.
- To assist in the winter service effort throughout the city through, but not exhaustively, filling grit bins, gritting of roads and pavements, clearing of ice and snow etc.
- To support the successful completion of events through the provision of traffic management in accordance with Chapter 8 of the Traffic Signs Manual.
- To drive vehicles up to and including Class 2 LGVs in accordance with the appropriate transport legislation and compliance with City Council Policies and Procedures.
- To operate plant machinery, powered hand tools and equipment as and when required with particular attention to the provision of health and safety and safe methods of working.
- To carry out routine daily checks and maintenance of vehicle, plant equipment and cleaning duties in accordance with manufacturers' departmental operating instructions.
- To comply with all health and safety procedures including, but not exhaustively, risk assessments, method statements and onsite health and safety regulations.
- To respond to emergency situations during rotered working hours, and carry out appropriate make safe or repair.

Person Specification

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Directorate: Place, Growth & Prosperity

Section: Highway Operations

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Hold a relevant level 3 qualification and must have demonstrable practical experience of working within the highways field	✓		✓
Have a valid NRSWA accreditation at supervisor level	✓		
Must have a diverse knowledge of Highway Functions such as Highway Repairs, Drainage, Winter Service etc.	✓		
Must have significant experience on on-site supervision, mentoring and training of operatives working on site.	✓		✓
Must have substantial and demonstrable experience in both or one of the below fields: * Carry reactive maintenance works including potholes and patching * Carry out large resurfacing works (greater than 50m ²) or * Carry out reactive maintenance repairs to the footway network in multiple material types including, but limited to tarmacadam, paving, blocks etc. * Carry out footway reconstruction works multiple material types including, but limited to tarmacadam, paving, blocks etc. * Carry out repairs to or relay kerbing.	✓		✓
Must have significant experience of managing on-site safety, ensuring adherence with Health & Safety Practices	✓		✓
Must be able to and have experience of accurately diagnosing problems whilst on site and recommending a course of action	✓		✓
Must be able to identify and carryout the most appropriate repair to the work allocated	✓		✓
Have extensive experience in carrying out activities across a range of highway functions including drainage, winter etc.			✓
Must have an excellent understanding of the legislation associated with working on the highway			✓
Must have an excellent understanding and working knowledge of the appropriate Health and Safety whilst working on the Highway, in particular Chapter 8 of the Traffic Signs Manual	✓		✓
Must be able to respond to emergency situations should they arise and be prepared to be part of a call out rota.	✓		
Must have good communication skills and be able to effectively communicate with Officers and Members of the public			✓
To be able to work with limited supervision whilst on site, and be able to supervise and motivate others.	✓		✓
Must have a valid Class 2 driving licence and the associated Driver CPC	✓		

Conditions of Service

Job Title:	Driver Charge Hand - Skilled Highway Operative
Directorate:	Place, Growth and Prosperity
Section:	Highway Operations
Grade:	Level 7
Salary:	£23,836- £26,317



Duration: This is a permanent post

Working Hours: Your normal hours of work will be 37 per week.

Annual Leave Entitlement: You will be entitled to 27 days annual leave rising to 32 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

Sickness Absence: This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

Pension Provisions: For occupational pension purposes you will have the choice of:-

- a. Joining or continuing in the Local Government Pension Scheme.
- b. Arranging your own personal pension provision approved by the Inland Revenue.

Business Mileage: If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

Notice Period: Your notice period will be dependent upon the grade of the post and your continuous service.

Probation Period: New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Clothing and Uniforms: You must wear protective clothing/uniforms that may be issued to you.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is

essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.