Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

# Skilled Roadsperson x 2
# £30,094.27 – £32,685.78



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## Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

**KEY DATES**

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 19/11/2026

**You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.**

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

**If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.**

# Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

| **Section A** | **Grading Section** |
|---|---|
| Post Title: Skilled Roadsperson<br><br>Initial Location: Forthbank Roads<br>In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.<br><br>Reports to post (Title): Contracts Officer<br><br>Service: Roads<br><br>Date last updated: 20/01/2020<br><br>Date if superseded: | Eval Ref: A4478<br><br>Post Number: K2a<br><br>Grade: 5 |

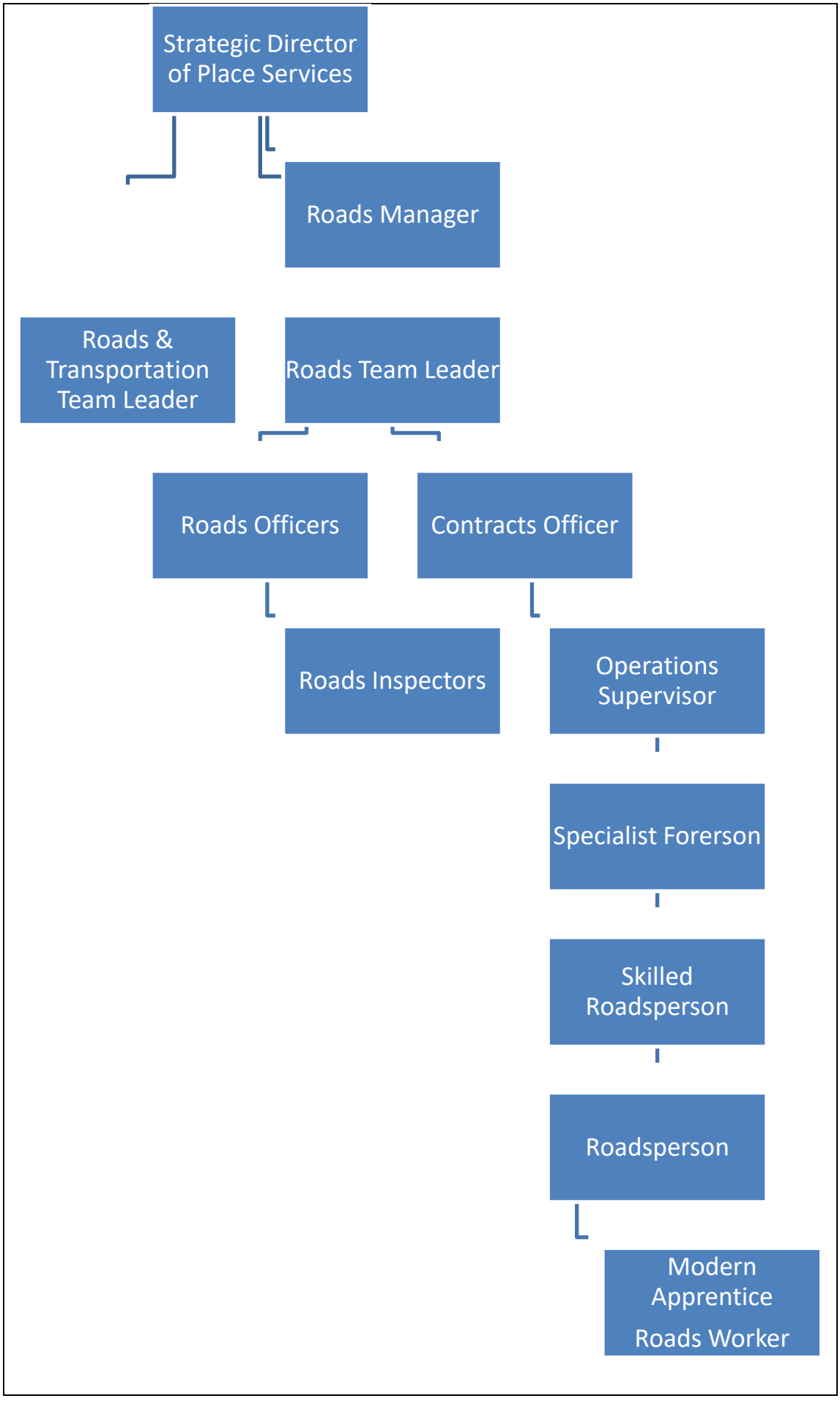
**Section B**

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

(Structure Chart)

Overleaf


Strategic Director of Place Services
Roads Manager
Roads & Transportation Team Leader
Roads Team Leader
Roads Officers
Contracts Officer
Roads Inspectors
Operations Supervisor
Specialist Forerson
Skilled Roadsperson
Roadsperson
Modern Apprentice
Roads Worker

**Section C**

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

- To be competent in general civil engineering/road maintenance activities and be skilled, with experience, in all aspects or 8 or more of the activities listed below in accordance with the agreed skill standard.
- To operate as part of an operational team of manual employees
- To deputise for the Specialist Foreperson when required.
- To participate in out-of-hours working throughout the year as required by the Service. (Winter /Summer stand-by rotas)

List of Road Maintenance Activities:

| | | |
|---|---|---|
| ● Road Construction | ● Patching | ● Drainage / Deep Drainage |
| ● Kerbing | ● Plant Operation | ● Trenches |
| ● Street Lighting | ● HGV Winter Gritting | ● Mono-blocking / Slabbing |
| ● Safety at Roadworks | ● Supervisory skills | ● Traffic Management Installation & Traffic Control |

**Section D**

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- Employed to work with hand and power tools for the purpose of excavation and clearing, spreading and levelling, sweeping and cleansing, carrying and fetching, erection and dismantling and road labouring to instructions and to given line and level, and in safe or proper methods.
- To observe and employ safety procedures likely to maintain personal, co-worker and public safety including the use of personal protective equipment.
- Complete physical and technical tasks commensurate with training and experience as directed.
- Participate in the team working necessary to accomplish a variety of tasks, which include Winter Maintenance provision & Summer Stand-by rotas.
- To maintain a level of physical fitness commensurate with the robust duties involved in Roads Contracts labouring.
- To employ kinetic manual handling procedures and safety awareness in the work environment, individually or as part of a team.
- To be aware of the involvement and dangers presented, by traffic

interaction (pedestrian and vehicular) with the works.

- Ensure that good housekeeping practices are applied to the site environment, surroundings and storage areas, including site mess huts and vehicles.
- Ensure security and safety of vehicles, plant and materials.
- Carry out vehicle and plant servicing and daily cleaning/maintenance routines as defined by Foreman/Supervisor.
- General or specific driving duties including the completion of required daily records.
- Report promptly to Specialist Foreperson/Supervisor any matter which may bring about liabilities in Clackmannanshire Council e.g. damage to property, utilities etc.
- Carry out duties as may from time to time be required to ensure the effective operation of the sites, depot and contracts workload.

**Section E**

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

| **Criteria** | **Means of Assessment**<br>**e.g. Application, Interview, Reference, Certificate** |
|---|---|
| 1. HAUC accreditation (Operative ticket) for monitoring Statutory Undertakers works within the public road. | Application<br>Certificate |
| 2. Full current driving licence | Application<br>Driving Licence |
| 3. Proven experience of working in and supervising a range of road maintenance activities | Application<br>Interview |
| 4. Ability to drive general road maintenance vehicles and to operate small plant and tools normally used in road construction works | Application<br>Interview<br>Certificates |
| 5. Knowledge of' Safety at Street Works and Road Works – A Code of Practice' | Application<br>Interview |
| 6. Good communication skills | Interview |
| 7. A commitment to work outside normal working hours for the exigencies of the Service(Winter & Summer stand-by rotas) | Application<br>Interview |
| 8. Ability to read / work from plans and design drawings | Interview |

| | |
|---|---|
| 9. Ability to read, understand and apply Risk Assessments and Safe Systems of Works without direction from line managers | Interview |

Desirable:

| **Criteria** | **Means of Assessment**<br>**e.g. Application, Interview, Reference, Certificate** |
|---|---|
| 1. HAUC Supervisor ticket accreditation | Application<br>Certificate |
| 2. Group C or CE entitlement driving licence | Application<br>Driving Licence |
| 3. Experience of winter maintenance procedures | Application<br>Interview |

**Section F**

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The job predominantly involves working outdoors, in all weathers and can involve exposure to substances and/or odours e.g. hot bitumen products, discarded needles, flood water, detritus and high speed traffic.

To participate in Winter Service provision, within and outside working hours, as required. (Winter 24h stand-by rota)

To participate in out-of-hours working throughout the year as required by the Service. (Summer 24h stand-by rota)

**Section G**

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

This work involves manual handling tasks, which include lifting heavy of materials, such as kerbs, slabs etc. Repetitive pushing and pulling movements, operating mechanical plant and machinery.

This job also requires a drivers licence. which will allow the Operating of JCB 2CX tractors, heavy compaction rollers. Compaction plates, stihlsaw, floorsaw and hydraulic breakers will also be required. Training and in-house assessments will be given for all these before first time using them.

**Section H**

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post holder is required to assist in forward planning/ scheduling activities following discussions with Specialist Foreperson or Operational Supervisor.

They will be required to resolve problems or situations, but will generally be able to refer the more difficult or challenging problems upwards to their Specialist Foreperson, supervisor or line manager.

In the absence of a Specialist Foreperson the post holder will occasionally be required to manage their own allocated workload and pass on instructions to other squad members in carrying out routine tasks under the supervision of the Operational Supervisor.

**Section I**

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

Focused attention will be required for certain jobs, including abrasive wheel work, working in live traffic situations to set up traffic management for sites.

An awareness of Heath & Safety issues working with heavy plant to carry out daily duties.

Driving and working in adverse weather conditions will be necessary for winter maintenance and sometimes normal duties.

The post holder will assist with organising Signing and Guarding on-site on a daily basis.

In the absence of a Specialist Foreperson the post holder will assist in making sure other squad members are working in compliance with Health & Safety whilst carrying out routine tasks but under the supervision of the Operational Supervisor.

**Section J**

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder must ensure that daily work tickets information is provided to their Specialist Foreperson or Operational Supervisor.

Make sure all delivery notes are provided to the Specialist Foreperson or Operational Supervisor at the end of the working day.

Assist in discussions for any forward planning with Specialist Foreperson or Operations Supervisor

The job requires an interface with the public. On occasions they may be abusive, threatening or otherwise demanding.

In the absence of a Specialist Foreperson, the jobholder has an ongoing responsibility for the quality of the work carried out on routine tasks. Occasionally he will instruct other members of their squad in routine tasks, assist in quality assessment, on the job training and mentoring but under the supervision of the Operational Supervisor.

**Section K**

PHYSICAL ASSETS,DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

Drivers will be responsible for safety of any Council vehicle or plant they are operating and must report any defects or damage to their Operations Supervisor or Fleet Department.

Post holder will be responsible for any materials they sign for and instructed to uplift by their direct line managers. Post holder will be responsible for keeping in good order any PPE supplied by Clackmannanshire Council.

**Section L**

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder will be expected to work without supervision on routine tasks.

**Section M**
EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.
As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

**Section N**
HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

**Section 0**
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.