Job Outline

Post: **Road Worker**

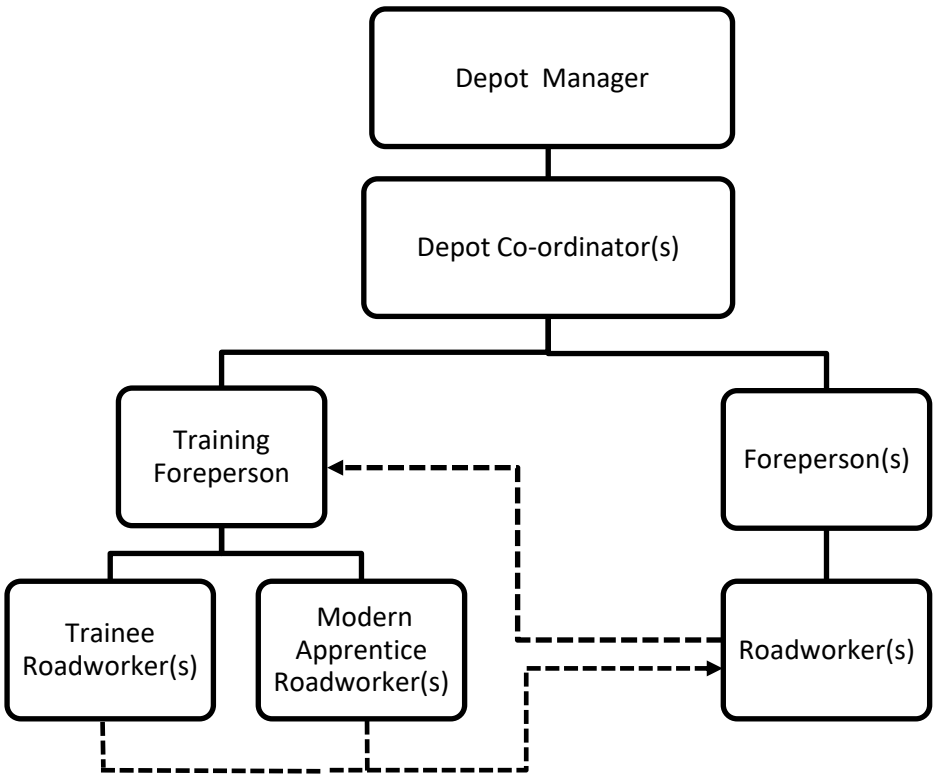
Service: **Communities & Economy**

Section: **Ayrshire Roads Alliance**

Grade: **Grade C**

Job Purpose: **Carry out a wide range of road maintenance duties and related driving activities incorporating winter gritting and work of an emergency nature that support the wider work programmes and operations undertaken by Ayrshire Roads Alliance, in order to achieve the Joint Committee's key objectives; specifically in relation to both Council's Community Plans, Shared Commitments, Single Outcome Agreements and Best Value.**

A. STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. Undertake the role of Responsible Person within an appointed road maintenance team working within a construction team of 3 or more members, led by a Foresperson and provide effective instruction and guidance on various aspects of road maintenance working as part of a two person team, working as an experienced individual on their own in a particular field of work ensuring the completion and submission of work documentation relating to Health and Safety, materials and equipment used are documented using computerised systems.

2. Undertake a range of road maintenance duties and related activities including excavating, laying bituminous materials, raking, slabbing and kerbing using appropriate hand and power tools such as pneumatic breakers in accordance with the New Roads & Street Works Act Regulations.

3. Ensure the use of tools, plant and related equipment within the team is carried out safely and in line with operative training and in accordance with agreed working practices, safe systems of work and health and safety legislation, escalating issues or matters of concern to the Foreperson as required.

4. Ensure daily checks on tools, plant and equipment are undertaken prior to use and that the routine cleaning and maintenance of equipment is undertaken as instructed, reporting issues or concerns including defects and/or wear and tear of equipment to the Foreperson as required.

5. Drive and operate a range of plant and large specialist vehicles including those with a vacuum or pressurised water.

6. Operate all vehicles, plant, attachments, related machinery and small tools in accordance with safe operating procedures and the Road Traffic Act.

7. Undertake a range of general road maintenance works including drainage works, kerbing works and routine maintenance works under the direction of the Foreperson, as part of a two man team or individual.

8. Complete specific works such as undertaking the excavation, levelling and reinstatement of carriageway/footway layers and related surfacing/patching works using vehicle mounted equipment.

9. Ensure construction plant or equipment used to undertake work e.g. rollers, stihl saws, road saws and jet patcher are covered by the operator's card.

10. Ensure the correct operation and use of vehicles, plant and attachments in accordance with and the Road Traffic Act.

11. Oversee the setting up and removal of traffic management equipment in accordance with the safe working practices outlines in the New Roads & Street Works Act Regulations.

12. Ensure COSHH regulations are followed at all times when using a range of hot and cold bituminous materials for hand held and vehicle mounted applicators.

13. Undertake routine cleaning and maintenance of equipment used in the day-to-day operations

14. Carry out general site maintenance and inspection duties in accordance with the New Roads & Street Works Act Regulations ensuring signs, barriers and cones are clean and fit for purpose.

15. Organise day-to-day work activities within a team, including the allocation of equipment in order to support the Service in achieving the highest standard of work within agreed timescales.

16. Ensure personal protection equipment (PPE) is worn by the team at all times.

17. Ensure the accurately completion and submission of work documentation relating to time worked, materials used and equipment/ plant/vehicles used in order to support the achievement of Key Performance Indicators (KPI).

18. Participate as required in a range of summer and winter maintenance duties on a standby rota or emergency work basis, including winter gritting, emergencies and flooding response.

19. Participate as required in a range of workmanship and occupational/operative training covering all aspects of road maintenance activities and operations.

20. Ensure assistance and demonstration of duties to new employees and modern apprentices.

21. Carry out Dynamic Risk Assessments and Site Safety Audits and record on appropriate computerised equipment.

22. Read/interoperate construction plans, programmes and documents for the various construction examples detailed in 7 above.

C. GENERAL RESPONSIBILITIES

23. Ensure that any materials, equipment and plant or vehicles provided to assist in carrying out the duties of your post are properly secured in accordance with the Council's policies and procedures.

24. Ensure that the Council's Customer First Service Commitment is followed in all dealings with the customers and service users.

25. Ensure that all activities for which the post holder is responsible are delivered in accordance with the Council's Equality and Diversity Policies and the statutory and general and specific Equality Duties.

26. Comply with all instructions relating to the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements.

27. Adhere to the Council's policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.

28. Participate in the East Ayrshire FACE Time process annually in accordance with the Council's procedures.

29. Participate in acting up duties when required

Person Specification

Designation: Road Worker	Post No:
Service: Communities & Economy	Section: Ayrshire Roads Alliance

Attributes:	**Essential Criteria**	**Desirable**
Qualifications	• Category C together with Driver CPC • SVQ Level 2 in Highway Maintenance or equivalent in a roads related discipline or equivalent demonstrable experience.	• Sector scheme 12D Awards M1, M2 and M3. • IOSH Certificate in Managing Safely • New Roads and Street Works Certificate. • Full current driving licence including
Knowledge & Skills	• Demonstrate knowledge of general road works operations and activities. • Demonstrate an understanding of road construction quality standards. • Working knowledge of health and safety practice and procedures within road maintenance operations including risk assessment and CDM 2015 • Demonstrate knowledge and skill in the operation of relevant machinery e.g. for surfacing kerbing, tarring, slabbing. • Able to undertake the role of Responsible Person and provide instruction members of a team.	• Knowledge of the wider activities and services provided by the Ayrshire Roads Alliance. • Demonstrate an understanding of road construction performance standards. • Traffic Management skills. • Computer Literate

	• Good literacy, numeracy and communication skills. • Ability to complete a range of work related paperwork and document using electronic technology	
Experience	• Worked in civil works or road work environment. • Undertaken a range of road maintenance tasks e.g. excavating, laying bituminous materials, slabbing, or kerbing. • Used small plant machinery and tools related to road works e.g. pneumatic breakers. • Flexible approach to working hours. • Able to participate in summer and winter standby duties including gritting,flood events and responding to emergencies as required. • Undertake training relevant to the work as required.	• Undertaken a wide range of duties in civil works or roads maintenance works. • Undertaken repairs to road surfaces using Rhino patcher/chipper or Jetpatcher systems. • Operated a range of large vehicles related to the work. • Participated in work patterns including standby rotas and out-of-hours working. • Full current driving licence including Category C+E. • Relevant Operative Card for the use of construction plant, equipment and other machinery.

Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours

Quality	**Behaviour**
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.