

Job Description and Person Specification

Roadworker – Level 3

Job Details	
Grade	6
Service	Highways Operations & Development
Location	Whitley Depot
Job Evaluation Code	A5803

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>As part of a team, carry out the maintenance and construction of roads, pavements and sewers.</p>

Main Duties & Key Accountabilities
Erect and Move Signs and Barriers in accordance with Chapter 8 of the Traffic Signs Manual
Removes, prepares, applies and compacts soils, rocks, coated and other materials to Highway, playgrounds, car parks and other associated areas.
Drive vehicles such as tandem rollers, dumper trucks, loading shovels and other vehicles associated with routine Highway maintenance including fitting and utilising simple attachments.
Use powered hand tools, plant and machinery as necessary
Erect, fix and dismantle street furniture
Clear snow and grit footways and pedestrian areas as directed
To work independently in construction work including laying and raking tarmac and other flexible surfacing, lay high quality kerbing and paving such as natural stone/granite paving, setts and associated materials, laying deep drainage including pipe runs and connections, trench shoring, deep manhole construction, steel fixing, reinforced concreting, fencing and bricklaying associated with Highway work to precise levels, tolerances and exacting standards.
Setting out work with reference to datum points supplied on drawings or by Supervisors
Proficient in the use of recognised setting out techniques and equipment such as string lines, spirit levels, offsets and dips interpreting information supplied on drawings or from Supervisor.
Effectively lead, supervise and motivate Roadworkers Level 1's, 2's and Apprentices in the safe delivery of high-quality services within agreed timescales, setting targets and offering guidance and support as required
Assisting Supervisor in the cost-efficient delivery of schemes, including providing accurate data for material ordering and positive engagement with problem solving to avoid delays.
Operation of heavy plant or complex plant and equipment requiring specialist skills
Ensure the delivery of service is carried out in accordance with service specifications and customer requirements, including pro-active engagement with Supervisors and Clients to resolve construction queries and complaints
Deploy resources in team effectively to ensure priorities are met on a daily basis to ensure value for money and contribute experience and advice to customers and clients for the efficient delivery of schemes
Engage with Supervisors and Clients in the programming of works to minimise environmental impact and maximise value for money.

Assist Supervisors in the identification and implementation of best practise to ensure continuous improvement and innovation in service delivery.
Deputise for Supervisors as required, including the management of material orders and client / customer liaison.
Train and mentor junior Roadworkers and Apprentices as required, including carrying out assessments of skills progression for promotion purposes
Actively monitor Health and Safety compliance by others on site and contribute towards the development and monitoring of Risk Assessments, Safe Systems of Work and Incident investigations.
Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:	<ul style="list-style-type: none"> • Contractors • Clients • Local business • Members of the public 	Internal:	<ul style="list-style-type: none"> • Staff and managers from all Council Departments

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training</p> <p>The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
Apprentice, Roadworker Level 1 & Roadworker Level 2

Person Specification	
Requirements	
Knowledge	Detailed understanding in the correct use of materials and hand tools used in civil engineering, i.e. shovels, picks, etc.
Knowledge	Detailed understanding in the correct use of powered tools and plant, i.e. compressors, vib rollers, sit-on small rollers, etc.
Knowledge	Good understanding of Health & Safety processes and procedures, risk assessments, safe systems of work etc
Knowledge	Knowledge of HR and Supervisory processes and procedures
Knowledge	Awareness of Equal Opportunities issues in the workplace and in service provision
Knowledge	Understanding of the principles of customer care
Skills And Ability	Able to work to precise levels and requirements in construction work.
Skills And Ability	To work in a team environment.
Skills And Ability	Able to adjust iron works, boxes, etc. within highways.
Skills And Ability	Able to lift kerbs, slabs and cement to and from ground level.
Skills And Ability	Able to excavate, with the use of hand tools/heavy compressors/hydraulic excavating, kerbs/concrete granite/flags and various tarmacadams.
Skills And Ability	Able to supervise a team of operatives ensuring delivery of high-quality services
Skills And Ability	Able to plan, organise and prioritise
Skills And Ability	Able to problem solve and find innovative solutions
Skills And Ability	Effective interpersonal, verbal and written communication skills
Skills And Ability	Able to work to precise levels and requirements in construction work.
Experience	Proven experience in the construction and maintenance of highways.

Experience	Proven experience of Paving repairs or machine lay work
Experience	Experience of supervising small teams
Special Requirements	Full UK Driving licence

Declaration			
Reviewed/Created By:	Peter Ullah		
Job Title:	Highways, Operations and Development Manager	Date:	March 25