

# Job Description and Person Specification

Role: Road Worker - Level 3



## Job Description

<b>Job Title</b>	Road Worker – Level 3
<b>Grade</b>	G6
<b>Service</b>	Highways Operations & Development
<b>Reports to</b>	Highways Operations Supervisor
<b>Location</b>	Citywide
<b>Job Evaluation Code</b>	A5803



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** 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:



## About the Service your team will provide

### Purpose of the role

As part of a team, carry out the maintenance and construction of roads, pavements and sewers.

## Main Duties & Key Accountabilities

### Core Knowledge

- 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

<b>External</b> Contractors Clients Local business Members of the public	<b>Internal</b> Staff and managers from all Council Departments
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## Standard information

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.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder: Apprentice, Roadworker Level 1 & Roadworker Level 2**

## Person specification

<b>Job Evaluation Code</b>	A5803
<b>Knowledge</b>	
Detailed understanding in the correct use of materials and hand tools used in civil engineering, i.e. shovels, picks, etc.	
Detailed understanding in the correct use of powered tools and plant, i.e. compressors, vib rollers, sit-on small rollers, etc.	
Good understanding of Health & Safety processes and procedures, risk assessments, safe systems of work etc	
Knowledge of HR and Supervisory processes and procedures	
Awareness of Equal Opportunities issues in the workplace and in service provision	
Understanding of the principles of customer care	
<b>Skills and Abilities</b>	
Able to work to precise levels and requirements in construction work.	
To work in a team environment.	
Able to adjust iron works, boxes, etc. within highways.	
Able to lift kerbs, slabs and cement to and from ground level.	
Able to excavate, with the use of hand tools/heavy compressors/hydraulic excavating, kerbs/concrete granite/flags and various tarmacadams.	
Able to supervise a team of operatives ensuring delivery of high-quality services	
Able to plan, organise and prioritise	
Able to problem solve and find innovative solutions	
Effective interpersonal, verbal and written communication skills	
Able to work to precise levels and requirements in construction work.	

<b>Experience</b>
Proven experience in the construction and maintenance of highways.
Proven experience of Paving repairs or machine lay work
Experience of supervising small teams
<b>Special Requirements</b>
Full UK Driving licence

<b>Date Created</b>	March 22	<b>Date Reviewed</b>	March 22
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