

Job description

Job title:	Road Worker Level 3 – Charge Hand
Grade:	Grade 8
Job evaluation reference:	NE513
Job family:	Natural Environment

Purpose and impact

With safety as paramount:

1. Carry out a variety of maintenance and construction tasks in the delivery of highway schemes.
2. The requirement to operate powered plant and vehicles.
3. To respond to in hours and out of hours callouts as an active part of a regular out of hours rota.
4. Provide the essential qualifications skills, knowledge, and abilities to act as onsite lead for major schemes, while also carrying out the works required. These could typically include: being the designated chargehand for surfacing, surface treatments, structural or capital works, delivering complex and/or high value schemes with staff and contractors ranging from 6 – 15 operatives.
5. Road Worker Level 3 operatives must be able to demonstrate essential criteria including qualifications, experience, skills, and abilities listed in the personal specification.

Key responsibilities

6. Collaborate with designers, clients, and stakeholders to determine construction requirements.
7. Support the Construction Delivery Manager or Supervisor with site set up, materials and plant orders.
8. Set out to designers' instructions (profiles and road markings).
9. Interpret and apply instructions.
10. Take delegated responsibility for the delivery of allocated work to specification.
11. Carry out measurements and where required to order necessary materials and plant for routine, minor structural maintenance or construction works.
12. Supervise and direct skilled and unskilled road workers, and sub-contractors.
13. Plan, lead and organise on major structural maintenance works to specification.
14. Erect appropriate traffic management to safely carry out works.
15. Follow the DC permit scheme regulations.
16. Use, maintain and be responsible for ICT equipment, powered plant, hand tools and personal protective equipment.
17. Safely operate and maintain powered plant and vehicles when trained and competent to do so. This includes completion of vehicle checks, prompt reporting of defects and ensuring it is kept clean and roadworthy.
18. Read, understand, and action all relevant health and safety documentation including risk assessments, method statements and site safety inductions.
19. Undertake the maintenance and construction of the highway including drainage operations, carriageway repairs, street furniture repairs and other works as directed by your supervisor.
20. Complete paperwork within prescribed timescales.



21. Follow all relevant procedures such as, but not limited to, the Health & Safety at Work Act, Road Traffic Act, Permit Scheme and Dorset Council Policies and Procedures.
22. Follow the behaviours of Dorset Council, ensuring professional, polite, and courteous behaviour at all times.
23. Complete any other duties commensurate to the grading of this post. Duties may vary from time to time without changing their general character and may be of a less skilled nature

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: This post reports to the Construction Delivery Manager or delegated Site Supervisor

Responsibility for: Supervisory responsibility for a team of Road Worker operatives

Other factors

You will:

24. Be responsible for physical and financial resources e.g.
 - Small items of hand tools up to the value of £5,000.
 - Maintaining a works vehicle and adhering to Dorset Council driving policies.
25. Be exposed to the elements on a daily basis.
26. Be in contact with the public with a risk of challenging or abusive behaviour.
27. Actively participate in the emergency (24 hour) call out rota where exposure to disagreeable sights is common. This will involve unsociable working hours.
28. Be required to obtain a relevant LGV licence, winter service qualification and chain saw qualification within 24 months of recruitment.
29. Be involved in considerable physical activity.
30. Be expected to work anywhere within the county of Dorset subject to business need.
31. Complete a 6-month probation period.
32. Have access to (either driving or passenger) a works vehicle during works hours or when on standby for out of hours. Access to a works vehicle at any other time is at the discretion of the management.
33. Occasionally be asked to work overtime. This is not mandatory. Overtime is worked to manage peaks in workload and is at the discretion of the manager.

Progression in post*

There are 5 levels of Road Worker. For Level 4 & 5 see the advancement requirements as set out for Knowledge and Experience within the relevant Person Specification.

* Progression and appointment to the next level will be dependent on the relevant business needs/requirement, the post holder meeting the relevant criteria on the job description and person specification and there being a position available within the service area.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process. We'll also use references to confirm that you meet the criteria for this role.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Full UK manual driving licence	Application form
2. LGV Licence or a commitment to obtain an LGV Licence within 24 months unless exceptional circumstances apply	Application form
3. Driver Certificate of Professional Competence (CPC)	Application form
4. A valid chainsaw qualification or a commitment to obtain one within 24 months unless exceptional circumstances apply	Application form
5. A relevant traffic management qualification or a commitment to obtain one within a reasonable timeframe such as Chapter 8 qualification such as Lantra 12D M1, M2	Application form
6. Construction Skills Certification Scheme qualification (CSCS card)	Application form
7. Site Managers Safety Training Scheme (SMSTS) qualification	Application form
Experience	
8. Extensive experience in highway works or similar	Application form
9. Proven leadership of a team of operatives	Application form
10. Proven experience leading on large, mid-sized, specialist projects or programs of work	Application form
Knowledge, skills and abilities	
11. Knowledge, skill and experience required to oversee major construction works or specialist works programs	Interview Assessment
12. Proficient in general highway construction and civil engineering works. Competent in a range of tasks including, but not limited to: laying asphalt/patching, kerb replacements and installation, dropped access, drainage, street furniture repairs or replacements, operating specialist plant and equipment.	Interview Assessment
13. Knowledge and ability to order materials and equipment where required	Interview Assessment
14. Ability to correctly erect and dismantle suitable and sufficient traffic management on roads up to 60mph	Interview Assessment
15. Oral and written interpretation of maps and instructions and able to lead a team to deliver the required works to a high standard	Interview Assessment
16. Ability to lead and work as part of a team	Interview Assessment
17. Awareness of potential conflict situations when working in the public domain and the ability to resolve issues before they escalate	Interview Assessment
18. Ability to work to strict deadlines	Interview Assessment



19. Appreciation of Health and Safety legislation	Interview Assessment
20. Ability to communicate at all levels including delivery of toolbox talks, or site inductions	Interview Assessment
Our values	
21. Respect	Interview Assessment
22. Together	Interview Assessment
23. Accountability	Interview Assessment
24. Openness	Interview Assessment
25. Curiosity	Interview Assessment
Other	
26. Suitable and sufficient training will be provided relevant to the post. All staff will commit to attending the required training.	Application form Interview
27. The post holder will be responsible for PPE and relevant equipment as supplied	Interview
28. Be prepared to work in all weather conditions	Interview
29. The ability to fulfil the travel requirements of the post and work the required hours at any designated site or scheme within the county	Application form Interview

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
30. NVQ 2, or equivalent in Highway Maintenance	Application form
31. City and Guilds winter service qualification	Application form
32. Street works qualification	Application form
33. First Aid qualification	Application form
Experience	
34. Experience of working on an out of hours rota	Application form
35. Extensive experience in drainage, civils, cable avoidance	Application form
Knowledge, skills and abilities	
36. Ability to work on own initiative	Interview Assessment
Other	
37. Ability to manage own workload and that of others	Application form

Approval

Manager's job title: Senior Construction Delivery Manager

Date: August 2024



Dorset
Council

