Job Title: Road Worker Level 1 - Apprentice Position.

Grade: Grade 5 + 3 LMIs\* 18 MONTH FIXED TERM CONTRACT

Job Evaluation Reference: NE511

Job Family: Natural Environment

*\* Where Labour Market Increments (LMIs) apply, these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme.*

**Purpose and impact**

**Under supervision and with safety as paramount:**

1. Assist with 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. This is an 18-month fixed term position. All works will be carried out under supervision with day release to complete an NVQ level 2 in Highway Maintenance.

**Key Responsibilities**

**Under supervision and with safety as paramount:**

1. Erect appropriate traffic management to safely carry out works.
2. Follow the DC permit scheme regulations.
3. Use, maintain and be responsible for ICT equipment, powered plant, hand tools and personal protective equipment.
4. 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.
5. Read, understand, and action all relevant H & S documentation including risk assessments, method statements and site safety inductions.
6. Undertake the maintenance and construction of the highway including drainage operations, carriageway repairs, street furniture repairs and other works as directed by your supervisor.
7. Complete paperwork within prescribed timescales.
8. 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.
9. Follow the behaviours of Dorset Council, ensuring professional, polite and courteous behaviour at all times.
10. 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.

**Supervision and management**

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

Responsibility for: No line management or supervisory responsibility

**Other factors**

You will:

1. 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.

1. Be exposed to the elements on a daily basis.
2. Be in contact with the public with a risk of challenging or abusive behaviour.
3. Be involved in considerable physical activity.
4. Be expected to work anywhere in the county of Dorset subject to business need.
5. Complete a 6-month probation period.
6. 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.
7. 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**

**This is an 18-month fixed term position which may lead to full time employment. This is not guaranteed.**

There are 5 levels of Road Worker. For Level 2, 3, 4 & 5 see the advancement requirements as set out for Knowledge and Experience within the relevant Person Specification.

Progression and appointment into the Roadworker Level 2 / Grade 7 post may be possible after a minimum of 12 months experience working at Roadworker Level 1 and will be dependent on the post holder demonstrating that they meet the relevant criteria on the Roadworker Level 2 job description and person specification.

Progression and appointment into Roadworker Levels 3, 4 and 5 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 behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ‘[Working for Dorset Council’](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx).

Applicants will be shortlisted based on demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

# Essential

Essential criteria are the minimum requirement for the above post.

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| **Qualifications/ training/registrations**  Required by law, and/or essential to the performance of the role |
| 1. Full UK manual driving licence |
| **Experience** |
| 1. Experience in highway works or similar demanding manual role |
| 1. Able to interpret and act on oral instructions |
| **Skills, abilities & knowledge** |
| 1. An appreciation of traffic management layouts |
| 1. The ability to work as part of a team |
| 1. An awareness of working in the public domain |
| 1. An ability to work to strict deadlines |
| 1. An appreciation of Health and Safety legislation |
| 1. An ability to operate standard ICT equipment such as a handheld device and/or smart phone |
| **Behaviours** |
| 1. [Respect](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx#Respect) |
| 1. [Responsibility](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx#Responsibility) |
| 1. [Recognition](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx#Recognition) |
| 1. [One Team: Collaboration](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/our-behaviours.aspx) |
| **Other** |
| 1. Be prepared to work in all weather conditions |
| 1. Suitable and sufficient training will be provided relevant to the post. All staff will commit to attending the required training. |
| 1. The post holder will be responsible for PPE and relevant equipment as supplied |
| 1. The ability to fulfil the travel requirements of the post |

# Desirable

# Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

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| **Qualifications/ training/registrations** |
| 1. Chapter 8 qualification such as Lantra 12D M1,M2 |
| 1. CSCS Card |
| 1. First Aid training |
| **Experience** |
| 1. Experience of working on an out of hours rota |
| **Skills, abilities & knowledge** |
| 1. Safe and proper use of road signs (Chapter 8) |
| 1. NPTC certificate in chainsaw operations |
| 1. LGV licence |
| 1. Ability to work on own initiative |
| **Other** |
| 1. Ability to manage own workload and that of others |

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| **Approval** | | | |
| Manager | Senior Construction Delivery Manager | Date | August 2024 |