**BOURNEMOUTH, CHRISTCHURCH & POOLE AUTHORITY**

**JOB DESCRIPTION**

**SERVICE UNIT: Environmental Services**

**JOB TITLE: Highways Maintenance Operative**

**REF No:**

**GRADE: F (£26421 - £28770/annum)**

**JE REF No:**

**RESPONSIBLE TO: Highways Chargehand/Highways Supervisor**

**MAIN PURPOSE**

* Make a positive contribution to achieving Neighbourhood Services purpose – “Help ensure that Bournemouth, Christchurch & Poole is safe, clean, protected, attractive and easy to use.”
* To provide a professional and efficient Highway and Construction Service within Neighbourhood Services on behalf of Bournemouth. Christchurch & Poole including winter service, Emergency response and other associated services.
* Work alongside communities, contractors and partners of Bournemouth, Christchurch & Poole to achieve purpose.

**MAIN RESPONSIBILITIES**

1. To work as part of a team delivering Neighbourhood Services purpose.
2. To perform highway maintenance and construction activities and other related tasks (examples: high speed traffic management, repair and laying of surfacing, pipework and ducting, signage and barrier repair, etc.).
3. Support Chargehands and Supervisors with the aim of achieving daily and weekly targets.
4. To carry out duties as trained and in conjunction with Health and Safety legislation.
5. To act as a point of contact for members of the public and clients whilst carrying out tasks and duties.
6. Report issues that affect the day to day running of the service.
7. Contribute to the production of work programmes and schedules.
8. Undertake other duties and functions appropriate to the position, which contribute to the purpose of Neighbourhood Services.
9. To work with other members of the Neighbourhood Services team and Environmental Services in the execution of their work(s).
10. Work with agency staff, contractors and apprentices in developing the service.
11. Notify Chargehands/Supervisors at the earliest opportunity of significant or potentially disruptive works/incidents to prevent or reduce enquiries and/or complaints.
12. Ensure any fleet vehicles, plant and equipment used are in a satisfactory condition, kept clean and tidy, and appropriate records kept.
13. Ensure all construction materials, stock and equipment is correctly protected, stored and waste, or surplus stock is correctly disposed
14. Liaise closely with Fleet Operations to ensure vehicles are maintained in a roadworthy condition and serviced/repaired as and when required
15. Deputise for Chargehands/Supervisors as appropriate.
16. To wear the regulation uniform provided and keep it clean and tidy.
17. To undertake such other duties as may be required from time to time commensurate with the level of the post.
18. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Prepared by: Greg Kerr Updated: February 2023

The Council reserves the right to add, amend or otherwise alter the duties shown in this job description provided that these are commensurate with the status, experience and qualifications of the employee.**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   1. Significant experience of working in a highways maintenance environment including related repairs and maintenance, traffic management and erecting, fixing and dismantling a wide variety of street furniture. | Essential | Application Form Interview  References |
| **QUALIFICATIONS / TRAINING**   1. No formal qualifications required  * Class C License * Class C1 (7.5T) License * High Pressure Jetting * Confined Spaces * Plant operation e.g. Dumper, Roller, Excavator | Desirable  Essential  Desirable  Desirable  Desirable | Application Form  Certificates |
| **APTITUDES /ABILITIES**   * Ability to work effectively as part of a team * Customer focussed * Ability to work appropriately on own initiative * Ability to work calmly and efficiently to achieve deadlines | Essential  Essential  Essential  Essential | Application Form  Interview  References |
| **KNOWLEDGE**   1. Safe working practices 2. Health and Safety awareness 3. Operation of small plant e.g. Vibrating plate, disc cutter 4. Understanding and ability to use mobile data devises | Essential  Essential  Essential  Desirable | Application Form  Interview |
| **ATTITUDE / MOTIVATION**   1. Commitment to delivering high quality services 2. “Can do” attitude 3. Willingness to participate in training associated with the role 4. Willing to work across all areas of Street Scene Services as required | Essential  Essential  Essential  Essential | Application Form Interview  References |
| **OTHER FACTORS**   1. Able to participate in 7 day 24hr standby rota and prepared to work unsociable hours 2. Physically fit and able to perform tasks of a heavy manual nature 3. Prepared to work outside in all weathers 4. Full valid UK Driving License | Essential (*See Note*)  Essential  Essential  Essential | Application Form  Interview |

Note: *Participation in standby rota is by separate appointment.*