

Job Description

Business Area	Operations
Post Title	Highways Operative
Grade	2
Reports To	Supervisor
Date of Issue	April 2024

Job Purpose

Responsible for carrying out a broad range of highways maintenance tasks, including but not limited to site maintenance, excavating holes and trenches, traffic management, maintaining roadside verges and operating relevant equipment for a wide range of routine and cyclical works.

The postholder is required to participate in an out of hours call out rota to respond to emergencies and winter maintenance activities.

Main Duties and Responsibilities

1. Undertake general highway maintenance tasks, including but not limited to; site clearance/maintenance, excavating holes and trenches, traffic management, maintaining roadside verges/central reservations, sign cleaning.
2. Operate relevant highways equipment to complete maintenance and repairs on sites adhering to relevant Health and Safety standards.
3. Assist with cable avoidance / detection processes.
4. Undertake checks, record works and record defects on handheld devices.
5. Support completion of risk assessments.
6. Undertake tasks to support delivery of the Winter Maintenance service, including but not limited to; installing plough attachments, loading salt onto vehicles, acting as Banksman, map reading assistance, monitoring obstructions/hazards on the highway and alert the Winter Driver to these, hand salting and snow clearance.
7. Participate in an out of hours call out rota to respond to emergencies and winter maintenance activities.
8. Work in line with all NY Highways policies and procedures and be aware of the obligations for employees under these.
9. Behave according to the Employee Code of Conduct and be aware of employee responsibilities under the Code.
10. Behave according to the Behaviours Framework.
11. Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect oneself and others.
12. Undertake any other duties of a similar nature that may be required from time-to-time.

Person Specification

Criteria No	Criteria Description	Essential (E)	Desirable (D)
Qualifications & Education			
	To be trained in the below or, willingness to undertake training once in post: <ul style="list-style-type: none"> • Banksman • Manual Handling • Abrasive Wheels • Safe dig • Emergency First Aid • Traffic Management TM1 and TM2 (single phase) 	E	
	Relevant level 2 qualification, e.g. highway maintenance		D
	Current Driving Licence		D
	CSCS card		D
	NRSWA		D
Knowledge & Experience			
	Good understanding of relevant Health and Safety including risk assessments and safe systems of work	E	
	Experience in highway maintenance activities relevant to the role		D
Skills			
	Ability to carry out a range of highway maintenance activities	E	
	Able to provide support/assist with more specialist activities such as drainage, kerbing and walling	E	
	Ability to use relevant highways maintenance equipment noting training will be provided once in post	E	
	Able to understand and carry out tasks as per works instructions	E	
	Able to accurately complete record sheets, paper or electronic	E	
	Able to take responsibility for plant and equipment	E	
	Able to operate using initiative to make decisions within agreed procedures	E	
	Able to communicate effectively	E	
	To understand and be responsible for own safety, plus that of those around them	E	
Personal Attributes			
	Able to work as part of a team	E	
	Flexible approach to working time arrangements	E	
	Willing to undertake training relevant to the role	E	
Other Requirements			
	Able to work as part of an out of hours call out rota, including evenings, during the night/early morning, weekends, bank holidays (unsocial hours)	E	
	Able to undertake the physical requirements of the post	E	
	Able to work outdoors in inclement weather conditions	E	
	Able to respond to call outs at short notice	E	

