**Competency Based Job Profile Band 5-8**

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL   
JOB PROFILE**

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| **DEPARTMENT: Regeneration & Culture** | **SERVICE GROUP:PT&H -Highways** |
| **POST TITLE: Roadworker** | **REPORTS TO: Asst Manager- Highways Keighley or Bradford** |
| **GRADE: BAND 7** | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | | | | | | | | | | | | | | | |
| To lead a team to carry out Highway Construction and Maintenance including carriageways, footways, kerbing, flagging and drainage works, and to have the ability to operate competently and safely a range of powered plant and equipment associated with these works | | | | | | | | | | | | | | | |
| **Main Responsibilities of Post:** | | | | | | | | | | | | | | | |
| 1. Drive Large Goods Vehicle Class CE or Class C and competent in all aspects of other highway plant and equipment. 2. Manual use of use of hand tools in excavations, tipping and filling. 3. Numeracy and Literacy to measure work and complete records. 4. Ability to carry out; High quality output of Spreading and compaction of granular bituminous materials, Mixing and placing concrete, Flagging, kerbing/edging, Placing, erection of street furniture, fencing *works which must meet specification and quality standards.* 5. Installation and adjustment of various Ironwork and drainage works. 6. The signing, coning and protection of the works in accordance with the requirements of Health & safety at Work Act and New Roads and Street Works Act. 7. Driving of Gritter in Winter maintenance Operations. Which will include the taking part in out of hour's emergency rota on winter maintenance or other Highways Emergency work. 8. Both individual and shared responsibility for Health & Safety of the team and the public 9. The post holder will be required to work outdoors in all weather conditions 10. Able to carry out accurate measurements and complete records. 11. Ability to lift and position materials as required 12. Undertake daily maintenance of tools and equipment — vehicles up to 17 tonnes in weight | | | | | | | | | | | | | | | |
|  | **I** | **Structure:** | | |  | | | |  | | |  | |  |  |
| 1  Group Manager  Highways Maintenance  .. / | | | |
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|  | |  |  | |  | |  | **I** | |
| C 1  Assistant Manager  Highways  N. Bradford | | | C 1  Assistant Manager  Highways  Keighley / | | | | C 1  Assistant Manager  Drainage Works  \. / | | | |
| I |  | |  | |  | |  | |  | |
| N  Roadworker / Chargehand   * I | | | r  Roadworker / Chargehand   * C | | | | Operative/ Chargehand   * C | | | |
|  | **IINIMMIIIN** |  |  |  |  |  |  |  |  |  |
| C 1  Roadworkers  **1** | | | r 1  Roadworkers  **`, 1** | | | 1  operative  **\. I** | |
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| **Special Knowledge Requirement. Will be used for shortlisting.** | |
|  | **Essential** |
| **Knowledge of Highways using construction techniques, materials and plant.** | **x** |
| A sound operational knowledge of Health & Safety legislation. In addition detailed understanding of: H&S at Work Act 1974. Operational Risk Assessments and Safe Systems of Works procedures. Safety  **x** |  |
| Participate in the training and development of team members providing motivation, management, planning and quality control | **x** |
| Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery. | **x** |
| Knows and understands how to use, interpret, handle and communicate Information to participate in site consultation procedures. | **x** |
| A sound operational knowledge of Drivers Hours Regulations and Corporate Drivers Handbook- Vehicles ,Plant and Equipment including first use checks/defects, reporting procedures, day to day maintenance- Safe Working Loads | **x** |
| Knowledge of repair and maintenance of pavements and carriageways. | **x** |
| Knowledge of Safety at Street Works and Road Works —Code of Practice | **x** |
| Able to drive and operative complex mechanical plan equipment | **x** |
| Properly administer all site documentation including site diaries | **x** |

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| **Relevant experience requirement: Will be used for shortlisting** |
| Relevant experience of carrying out Highways Works including reconstruction of carriageways, footways and drainage work, which will include the use of handling basic tools, operate mechanical plant i.e. excavators, tractors, rollers, road saws, compressors. |
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| **Relevant professional qualifications requirement: Will be used for shortlisting** |
| **Minimum HGV Class C Licence** |
| City and Guilds- New Roads and Street Work Act-Operative (NRASWA) in relevant subject or considerable experience in Highway maintenance and construction works at an appropriate level. |
| Competent machine operator such as JCB, Bob-Cat and other construction plant |
| **Core Employee competencies to be used at the interview stage.** |
| **Carries Out Performance Management** |
| Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. |
| **Communicates Effectively** |
| Covers a range of spoken and written communication skills required as a regular feature of  the job. It includes exchanging information/building relationships; giving advice and guidance;  counselling, negotiating and persuading and handling private, confidential and sensitive  information. |
| **Carries Out Effective Decision Making** |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving Activity** |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect** |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. |
| **Working Conditions:** |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  Required to work outdoors in all weather conditions and to lift heavy materials and operate tools. |
| **Special Conditions:** |
| You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process. |
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| **Compiled by: D.J.mazurke** | **Grade Assessment Date:** | **Post Grade:  BAND 7** |
|  | **JP reformatted Feb** |  |
| **Date: 17/2/2015** | **2015** |  |

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