



## JOB DESCRIPTION

**Form  
JD1**

	v	To operate power tools such as sthilsaws, pneumatic breakers, compactor plates, jackhammers etc in a safe manner (under the direction of the ganger).
	vi	To respond to urgent requests to assist the police or fire brigade following road traffic incidents where oil, diesel, glass, petrol ect require clearing from the road surfaces or damage to signage or surfaces require repairing or making safe.
	vii	To sort and transport waste material allowing recycling or disposal to be carried out.
	viii	To carry out seasonal tasks such as winter maintenance sanding, gritting or flood work such as filling or placing of sand bags. Assist when required with Warming to remove river debris following flooding.
	ix	To assist sub-contractor lining crews with traffic management.
	x	Movement, safe loading and unloading of vehicles.
	Xi	At times be able to communicate and direct sub-contract excavator operators throughout the works, when the Road worker Ganger is away from site.
	Xii	To complete paperwork to include time sheets, hand arm vibration sheets, vehicle defect sheets, etc.
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>	
	No. Reporting - Direct:                      Indirect: None No staff	
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b>	
	The work is generally accompanied by a detailed specification that must be adhered to. The post holder must be able to read drawings and utility stats, however the post holder is able to have an input into the practical aspects of how the work is carried out.	
<b>5.</b>	<b>CONTACTS &amp; RELATIONSHIPS</b>	
	<ul style="list-style-type: none"> <li>• <b>Internal</b></li> </ul> <p>Contact is mainly with colleagues within the department, from highways or external contractors.</p> <ul style="list-style-type: none"> <li>• <b>External</b></li> </ul> <p>Post holders come into regular contact with client's representatives and road engineers. Post holders have a significant amount of contact with members of the public on the streets and roads in York. They have to frequently deal with enquiries about their work, complaints about disruption, the quality and quantity of maintenance and general criticism about the council. Post holders have to maintain patience and remain polite despite provocation.</p>	

6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p>The basic outline of the job is set out but post holders are given freedom to organise how they do the job within safety limits. They make decisions based on their experience, about how materials are best handled (e.g. concrete may arrive on site in varying condition and might need to be quickly dealt with or rejected for quality reasons). The post holder’s decisions affect the efficiency of the department and the quality of the finished work.</p> <p><b>Consequences</b></p> <p>Correct decisions minimise disruption to members of the public and result in work being carried out to a high standard..</p>
7.	<p><b>RESOURCES – financial &amp; equipment</b> (<i>Not budget, and not including desktop equipment.</i>)</p> <p>Post holders are responsible (on occasion) for keeping valuable equipment and materials safe from theft. On a typical job equipment to the value of £25k.</p> <p>Personal equipment includes helmets, gloves, high visibility ppe and protective footwear etc up to a value of £500.</p>
8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b></p> <p>The work is subject to interruption, change and delay caused by factors such as large numbers of pedestrians (especially in the tourist areas) and traffic congestion. The work can be subject to time constraints and pre determined dead lines when working on road closures.</p> <p><b>Physical demands</b></p> <p>The work is very demanding; therefore post holders must be physically fit. There is a lot of lifting, bending and standing involved and heavy tools and equipment to handle. Large quantities of heavy materials such as stone, gravel, concrete and tarmac are regularly handled by post holders that call for stamina and strength.</p> <p><b>Working conditions</b></p> <p>The work is carried out in all weather conditions with post holders being frequently exposed to hazardous materials and chemicals, noise, dust (carcinogenic), dirt and extremes of weather (hot / cold, wind, rain, snow).</p> <p><b>Work context</b></p> <p>The work involves using dangerous machinery and some hazardous materials (hot tarmac, acidic concrete, adhesives which gives off fumes etc). There is frequent danger from traffic (ignoring speed limits and traffic management) the post holder may also come into contact with aggressive motorists and members of the public.</p>

9.

### **KNOWLEDGE & SKILLS**

The post holder must be competent in all aspects of the post.

The post holder will hold a current New Road And Street Works NRSWA Qualification.

Staff must be competent and demonstrate good standards of knowledge in the following areas:

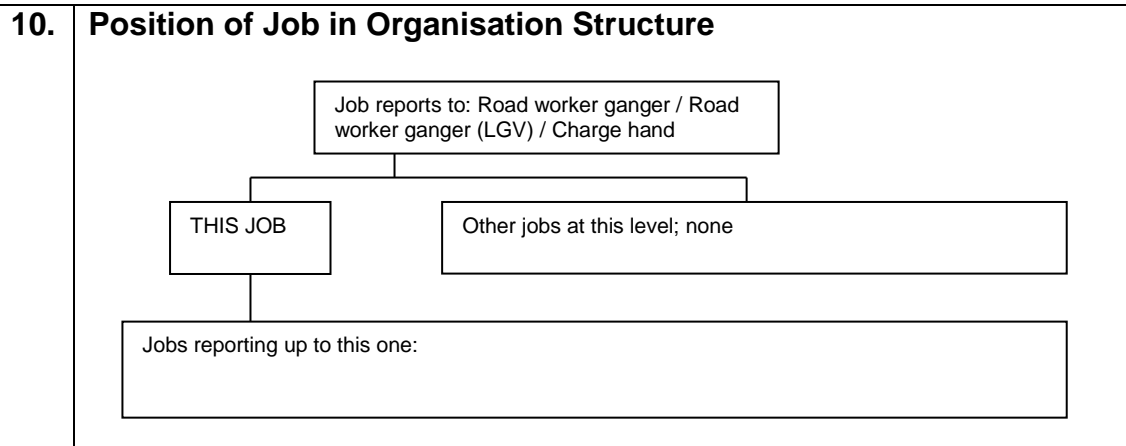
- The competent use of manual handling equipment
- Traffic management
- CAT and GENNY for location of underground services
- Record details of hand arm vibration usages
- All aspects of site Health and Safety
- Vehicle defect reporting procedures

The post holder must have knowledge of:

- Specification for laying various surfaces, concrete, tarmac, block paving, paving stones.
- How to assess the quality of finished work
- How to set up control systems, including the correct procedure and positioning of signs and cones
- How to set levels and align levels vertically and horizontally
- The safe use of materials such as concrete, tarmac and fixing chemicals
- CYC guidance on Sharps awareness
- Working in accordance with the corporate Safe Systems of Work
- COSHH regulations

The post holders will hold qualifications in:

- IOSH health and safety
- NRSWA
- Tool training certificate in the use of petrol breakers, compactor plates and stone cutting saws, etc.
- Construction site safety awareness
- Manual handling
- Abrasive/Diamond wheel training



<b>Job Description agreed by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Job Holder	T Darlison		
Manager	B. Manby		21-8-13