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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| JOB TITLE: Charge Hand Highways | | | | | | | |
| **REPORTS TO** (Job Title): | | | | | Highways Supervisor | | |
| **DEPARTMENT:** Highways | | | | | GRADE: 7 | | |
| **JE REF:** | | | 3434 B00703 | | PANEL DATE: | 021214 | |
| **1.** | **MAIN PURPOSE OF JOB**  To work closely with Highways management team to co-ordinate and oversee multiple groups of workers. To take responsibility for delivering a programme of works in relation to the co-ordination of resources, this will involve the monitoring and recording the performance of the teams under their remit. | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | 1 | Asses resources on a daily basis and allocate accordingly between the work sites. | | | | | |
|  | 2 | To inspect and report to a highways supervisor the condition and safety of all plant and equipment. To report any Health and Safety breaches in relation to operatives working practices. To assess the job, plan, repair and to set up the site appropriately with barriers, cones, notices, tool security, welfare facilities and where necessary, temporary traffic lights. Carry out regular inspections to ensure compliance with Chapter 8 at all times. Carries out site-specific risk assessments to ensure that appropriate control measures are in place and convey this information with all personnel on site including ganger’s road workers, sub-contractors and visiting clients. | | | | | |
|  | 3 | The post holder will be expected to work closely with the supervisor to ensure each site under the direction of the supervisor and charge hand team for the co-ordination of work and health & safety and welfare of others on site. The post holder will be expected to undertake the site induction along with the supervisor & Communicate direct instructions to road workers, apprentices, sub-contract excavator operators and sub-contact labour throughout the works. | | | | | |
|  | 4 | To operate and oversee the safe use of heavy machinery such as dumper trucks, rollers, etc power tools such as sthil saws, pneumatic breakers, compactor plates, etc. | | | | | |
|  | 5 | To complete and record all paperwork for compliance with on site Health and safety File e.g. Site specific Risk Assessment, Stats drawings, Site drawings, Hav’s recording, vehicle inspection forms, site induction forms, near miss book etc. Works record including calculating quantities of materials used and detailing times taken to complete jobs. | | | | | |
|  | 6 | To respond to urgent requests to assist the emergency services such as police, fire brigade, etc following road traffic incidents where oil, diesel, glass, petrol etc require clearing from the road surfaces or damage to signage or surfaces require repairing or making safe. | | | | | |
|  | 7 | To attend weekly performance meetings with the management team. Give feed back to the team on works completed and any health & safety issues raised during the work. Discuss the programme of works pending and deployment of staff.  Feed back to the front line team all items discussed and any issues that have been raised. | | | | | |
|  | 8 | To carry out seasonal tasks such as winter maintenance and flooding. Organise all CYC teams and sub-contractors in the location and positioning of flood defences. Assist when required with Warping to remove river debris following flooding. Many of these tasks may be required outside of normal working hours. | | | | | |
|  | 9 | To direct and control sub-contractor lining/anti skid crews for compliance with specification, setting out and traffic management. | | | | | |
|  | 10 | Communicate and give direct instructions to sub-contract excavator operators and sub-contact labour throughout the works. | | | | | |
|  | 11 | To oversee the development and training of the highways apprentice road workers, giving guidance, sharing knowledge and experience. | | | | | |
|  | 12 | To ensure operatives under their work area carry out vehicle inspections daily in accordance with the fleet daily check / defect logbook, to document all defects and report to the CYC transport section. Post holder must also carry out vehicle inspection daily in accordance with the fleet daily check / defect logbook, to document all defects and report to the CYC transport section | | | | | |
|  | 13 | Lead a team of in-house and external operatives to ensure high team moral and efficient delivery of works. | | | | | |
|  | 14 | To ensure members of the public and customers are kept aware of works that directly impact on them. Ensure the authorities’ dignity at work policy is adhered to at all times by all members of staff. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. Reporting –Direct: Indirect: public  1-8 Employed staff, 1-5 sub-contractors | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  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. There is scope for feeding back recommendations about street layout and design issues that may result in improvements for road or pavement users (e.g. suggest alterations where bus routes are hindered by bollards). Encouraged to bring forward new working practices in order to increase Health & Safety and improve productivity. Must be able to demonstrate the ability to plan and organise in conjunction with the supervisor.  The post holder will be expected to take responsibility for the whole of the works when line supervisor is not present on site. These works on occasion will be up to a value of £500k. The post holder will be expected to maximise labour efficiencies through work issued to road workers / contractors, this will be carried out by the assigning of particular tasks to staff on site.  The post holder will strive for continuous improvements to working practices and in conjunction with the highways supervisor put forward new ways of delivering schemes in order to maximise outputs and minimise wastage. | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**  **Internal**  Contact is mainly with colleagues within the department, from highways or external contractors/consultancies. Must be able to communicate effectively with work colleagues and clients. Must be able to communicate effectively in meetings, passing and receiving information, must be able to convey information gathered in meetings to the frontline team. Must be able to work closely with supervisors ensuring the day to day tasks are completed and targets are met. Must be able to demonstrate the ability to coach, train and mentor fellow road workers and gangers, have direct responsibility for the development of road workers and apprentice road workers while on site.  **External**  Post holders comes into regular contact with client’s representatives and road engineers, architects, and give practical responses to suggested amendments to plan. 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 must have good communication skills in order to demonstrate patience and remain polite despite provocation when dealing with members of the public and clients. Promote a positive image of the Highways Department by handling the public in a helpful, polite and courteous manner. Post holder will be expected to be the first point of contact on site and take responsibility for the team when supervisors are not present, they will take the lead when amendments to the project or complaints / enquiries are asked of the team. | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  The post holder will be expected to discuss within the team meetings how the projects are planned in terms of where teams are deployed and how this will affect the residents and general public. 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 can call up for materials / extra equipment to be supplied. 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. The post holder will be required to consider the financial impact of any onsite decisions before implementation. It is the post holder’s responsibility to take reasonable care for the Health & Safety and Welfare of themselves and other employees in accordance with legislation and CYC safety policy and programme. The post holder will make decisions based on weather conditions when driving LGV vehicles, decisions will have to be made when assessing locations and ground conditions for the demounting and remounting of vehicle body’s. The post holder will be responsible for the safe loading, and secure transporting of loads carried on the LGV vehicle Consequences Correct decisions minimise disruption to members of the public and result in work being carried out to a high standard.  Good decisions based on deployment of teams, and assignment of tasks will gain efficiencies within the project, saving on time and expenditure.    Post holders are required to use LGV vehicles, before use they are expected to check the vehicles for defects it is an offence to use a defective vehicle on the public highway, which could lead to legal action.  Incorrect decisions could lead to vehicle damage when demounting the vehicle body in poor ground conditions. Poor loading or poorly secured loads may result in serious incidents and legal action.  The post holder will be responsible for Health & Safety of the works and surrounding area, failure to carry out associated tasks in accordance with current Acts and Laws may result in the harm to persons (staff or public) or property. | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget and not including desktop equipment.)*    Post holders are responsible for keeping valuable equipment and materials safe from theft. Post holders will be responsible for the security of the site before leaving ensuring items of value are locked away and the site is secure from theft or personal injury. On a typical job equipment to the value of £65k and compounds & welfare facilities including plant worth in excess of £100k  .  Post holder will be responsible for ensuring the vehicle remains secure from theft while on site. Vehicle up to a value of £100k  Personal equipment includes helmets, gloves, high visibility ppe and protective footwear etc.    Post holders will be responsible for the Health, Safety and Welfare of all persons on site including sub-contractors.    Mobile telephone for use in relaying information between line supervisors and colleagues. | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands 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.  Must be able to react to changing priorities, these could typically be resources and materials to work areas as and when to accommodate reactive site demands. Physical demands The work is very physically demanding. There is a lot of lifting, bending and standing involved and heavy tools and equipment to handle. Post holders regularly handle large quantities of heavy materials such as stone, gravel, concrete and tarmac. The post holder will be required to operate LGV vehicles. Working conditions 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). Post holder will be expected to operate during the extremes of weather in order to support the City of York during flooding and heavy Snow falls. Work context 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. Post holders must be aware of the Environmental impact of carrying out the works and be aware of CYC policy of waste disposal/recycling. Post holder must be aware of driving laws relating to the vehicle in use in respect to over loading etc. | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**  The post holder must hold a current New Road And Street Works Qualification.  Post Holder must hold a LGV licence. Post holder must hold a current DCPC card and be available on request as with current legislation.  The post holder will be expected to gain qualifications in:   * NVQ level 3 team leader * IOSHH health and safety * NRSWA * Vehicle defect reporting procedures * Vehicle safe loading * Construction site safety awareness * Manual handling * Abrasive wheel training / diamond wheel * Emergency first aid * LGV Class 2 driving licence * Correct and safe use of power tools   Staff are expected to hold current training qualifications and received good standards of competency in the following areas:     * Dumper driver skills certificate * Category G road roller drivers licence / NPOR certificate * Customer awareness and communication * Tool training certificate in the use of petrol breakers, compactor plates and stone cutting saws, etc. * The competent use of manual handling equipment * Traffic management implementation and inspection * Handling confrontation in the workplace * Complete site specific Risk Assessments * CYC guidance on Sharps awareness * Working in accordance with the corporate Safe Systems of Work * Site specific risk assessment * Understanding and recording details of hand arm vibration usages   The post holder must have knowledge and ability to carry out the following:   * Specification for laying various surfaces, concrete, tarmac, block paving, paving stones / kerbs * 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 calculate quantities of materials required * How to set levels and align levels vertically and horizontally * How to build retainers for footpaths * How to fix shuttering for concrete work * The safe use of materials such as concrete, tarmac and fixing chemicals | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to: supervisor  Charge hand mason Ancient monuments  THIS JOB  Jobs reporting up to this one: Road worker, road worker lgv, ganger, ganger lgv and apprentice road workers, and sub-contractors | | | | | | |