Job Description

POST IDENTIFICATION

Post Title	Response Operative				
Grade	4	**Job Evaluation ID:**	2380c	**Date Evaluated/Reviewed**	November 2016

Service Area	Infrastructure				
Service Team	Operations				
Responsible to	Highways/Drainage Supervisors/Team Leaders				
Areas of Responsibility	• Highways Maintenance – reactive repairs to footways and carriageways • Drainage Maintenance – gully/culvert, drainage works, reens, water courses • Kerb Laying/paving and concreting • Fencing/barrier and street furniture • Traffic Management Chapter 8 - 12D				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	No
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

To assist in the delivery of an efficient Streetscene maintenance service which includes carrying out cyclic and reactive repairs cleansing and maintenance tasks, including cleansing, grounds, highways and drainage maintenance and emergency response activities including flooding, winter maintenance and others deemed necessary by Streetscene Management / Supervisor.

KEY RESULT AREAS

1. To ensure all works assigned to the post holder are completed in accordance with safe working procedures, to programme and to the required specification.
2. To carry out all instructions received by management / supervisor in a safe and professional manner.
3. To assist in kerb laying, paving, concrete, pothole repairs drainage repairs, gully/culvert cleansing, cesspit emptying, fencing/barrier repairs, street furniture installation and traffic management operations.
4. To operate Specialist items of plant, machinery and vehicle issued to the post holder, following appropriate training, in accordance with all safety requirements instructed
5. To accurately complete work timesheets and record materials and plant used via PDA or electronic system including the completion of site-specific risk assessments, safe working procedures and dynamic risk assessments.
6. To liaise with the Service Area's supervisory staff to maximise the efficient use of resources, plant and materials and agree safe systems of work and method statements for tasks deployed
7. To ensure all tools and equipment assigned are safety stored whilst in the post holder's control and ensure adequate cleansing of all equipment and vehicles assigned is maintained on a regular basis.
8. To ensure all activities are carried out within the requirements of the Council's health and safety policies, risk assessments and safe systems of work.

9. To carry out a detailed daily inspection of allocated vehicles and plant and record all findings of such inspections on the statutory forms supplied.

10. To take reasonable care of own and others safety; to co-operate with managers/supervisors in complying with statutory health & safety duties; to report incidents, accidents, near misses and faults etc.

11. To participate in any training courses as required. To participate in out of hours emergencies including flooding, winter maintenance activities as required within the Service Area for which additional remuneration will be paid

12. To liaise with the Service Area's supervisory staff to maximise the efficient use of resources, plant and materials and agree safe systems of work and method statements for tasks deployed.

13. To undertake such other duties as may be reasonably required by senior management / management.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications	• NRSWA Accreditation, • Traffic Management Chapter 8 – 12D. • 3.5t vehicle License	• 7.5t vehicle Licence • HGV Licence • Machine / Excavator Qualifications • IOSH working Safely • Confined Space Training
Knowledge	• Practical knowledge of the following :- • Highways Maintenance, pothole repairs/kerbing • Drainage Maintenance including operation of gully/cesspit machine, • Winter Maintenance, • Health and Safety Awareness	• Click here to enter text.
Experience	Experience in minor highway maintenance including pothole repairs, bitumen/tarmac laying, concreting, kerb / paving laying. • Experience in drainage maintenance including gully/culvert cleansing and drainage repairs/works.	• Experience of Winter Maintenance Operations
Aptitude & Skills	• Interpret and action technical instructions • Ability to deliver work to agreed quality to programme and budget.	• Demonstrate ability to communicate in written and verbal form.

EXPECTED BEHAVIOURS & VALUES

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	Not Applicable
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	The postholder may be required to work out of hours at times in the delivery of the Streetscene maintenance service at evenings and weekends, sometimes in extreme weather conditions. The ability to travel to carry out the role across the City is essential.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

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