



## Cumberland Council

### Post Specification

<b>Date</b>	<b>May 2023</b>
<b>PG Number</b>	<b>5845</b>
<b>Post Title</b>	<b>Hghways Team Leader</b>
<b>Job Family</b>	<b>Operations</b>
<b>Job Family Role Profile</b>	<b>OP7i</b>
<b>Final Grade</b>	<b>Grade 8 (inc JWC's)</b>

To be read in conjunction with the job family role profile

<b>Service Area description</b>
Highways Service
<b>Purpose of this post</b>
<p>To be responsible for the supervision and organisation of a small team of less than four, carrying out a mix of highway maintenance functions. The tasks will involve minor highway construction, carriageway and footway patching, reactive maintenance and drainage works.</p> <p>To ensure that a culture of performance, safety and quality is embedded within the team and this is managed effectively, whilst undertaking the work on site.</p>
<b>Key job specific accountabilities</b>
<ol style="list-style-type: none"><li>1. To supervise team members to ensure quality of work.</li><li>2. To assist Supervisors in the programming and ordering of materials and plant required by the team to deliver their tasks.</li><li>3. To ensure that the team operates at optimum performance and the outputs of the team meet or exceed targets, by effectively planning and organising on site activities.</li><li>4. To ensure the team operates safely and that operating rules and procedures are adhered to.</li><li>5. To be responsible for the maintenance and completion of paperwork relating to the management and organisation of the team.</li><li>6. To deliver all your assigned tasks as allocated by the Area Steward.</li><li>7. Mixing, application, laying, levelling, spreading, compaction of soils, granular, bituminous or water bound materials.</li><li>8. Ability to lay paving flags, stones, kerbs and blocks.</li><li>9. To carry out works on drainage systems including ditch clearing, mobile jetting, ironwork remedials, repairs to pipe work.</li><li>10. To carry out work or support activities in relation to bridge maintenance.</li><li>11. To carry out works on highway furniture and equipment to include erection, fixing, dismantling of road studs, posts, signs, barriers, fencing, walling, guard rails and traffic counters.</li><li>12. Install and maintain all forms of temporary traffic management including temporary signals, Chapter 8 signage and stop and go boards.</li><li>13. Operation of light plant including concrete mixers, pumps, air compressors, road breakers, rollers, vibrating plates and cutting saws.</li><li>14. To drive vehicles as dictated by license conditions which will include carrying out daily vehicle checks and routine maintenance directed within the CCC drivers manual.</li><li>15. To adhere to the rules for drivers operating CCC vehicles as directed by the drivers manual.</li><li>16. Be willing to take part in the winter maintenance function or other out of hours functions.</li></ol>
<b>Please note annual targets will be discussed during the appraisal process</b>

<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervision of up to 5 staff members</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Equipment- Plant, materials, small plant and tools.</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>• Full UK Driving licence</li> <li>• Abrasive wheels certification</li> <li>• Extended experience in a highway maintenance field</li> <li>• Proven experience in leading and motivating staff</li> <li>• Use of plant and equipment associated with the function</li> <li>• Worked within a customer-focused service where personal conduct is key.</li> <li>• Knowledge of highway materials.</li> <li>• Knowledge of processes associated with highway maintenance.</li> <li>• Knowledge in the safe use of tools, equipment and plant.</li> <li>• Working knowledge of health and safety within the field including manual handling.</li> <li>• Ability to work with a minimum of supervision.</li> <li>• Ability to communicate effectively with all stakeholders.</li> <li>• Ability to meet targets and deadlines to achieve workload.</li> <li>• Ability to interpret site plans and utility drawings</li> <li>• Ability to program works in terms of allocation of resources</li> <li>• Ability to measure up works and order materials</li> <li>• Able to undertake internal/external training.</li> <li>• Flexible and able to travel throughout Cumbria and the surrounding areas.</li> <li>• Must be flexible within the teams and be willing to carry out a variety of task as necessary</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• HGV Class 1 or 2</li> <li>• CSCS holder</li> <li>• HIAB Ticket</li> <li>• Certificated Plant Operator desirable</li> <li>• Winter maintenance drivers desirable</li> <li>• LGV Class C desirable</li> <li>• NVQ L2 Highway Maintenance.</li> <li>• NVQ L2 Team Leader</li> <li>• NRSWA Ticket</li> <li>• Experience of working with Human Resource policies and procedures</li> <li>• Experienced in producing detailed reports/paperwork.</li> <li>• Working knowledge of COSHH regulations.</li> <li>• Be willing to support the service by being available for winter gritting and call out</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>• This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• The post holder is exposed to minimal emotional demands.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• The post holder will be exposed to some applied physical effort, i.e. digging heavy soil</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Working will be mostly exposed to all weathers. You will be required to wear PPE. High exposure to waste, dirt, traffic etc. May be exposed to challenging behaviour.</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>•</li> </ul>