



## Cumberland Council

### Post Specification

Date	May 2023
PG Number	6963
Post Title	Stores Team Leader
Job Family	Operations
Job Family Role Profile	Grade OP7ii
Final Grade	Grade 8 (inc JWC's)

To be read in conjunction with the job family role profile

#### Service Area description

Working within Highways operations, be responsible to the Operations Manager for the leading the full operation of the depot stores. To supervise and maintain the depot stores to the required standards ensuring that all issues and returns are controlled and agreed stock levels are maintained. This will include the general tidiness and security of the depot stores and assets and the supervision of at least 1 other member of staff over multiple working locations.

#### Purpose of this post

- To supervise and administer the day to day operational requirements for the Highways service, operating across a number of highways depots across Cumbria..
- To ensure that all Health, Safety and Environmental highways obligations are fulfilled to a high standard and to lead & promote Health, Safety & welfare, within respective highways depots.
- To supervise and be responsible for the provision of security and control of the depot, stores, office and Highways assets (plant, materials and equipment) within the operational area.
- To lead, supervise and administer stores, plant & materials to a very high standard to allow for accurate financial control of all depots.
- To ensure and maintain a clean, tidy and safe working environment for Highways personnel to operate within.

#### Key job specific accountabilities

1. Responsible to the area Assistant Operations Engineer, for the control of all the owned and hired Highways assets required of the operational Highways service. (to include plant, materials, resources, fuel etc.)
2. To lead and ensure the Highways service can meet all associated Health, Safety and Environmental legislation by following procedures and process. With regard to operational aspects of the highways service (LOLER and lifting Inspections, PAT, Fire, Racking inspections, COSHH, HAV's, Waste, PPE etc.)
3. To undertake site inspections within depot & stores operational areas and take responsibility for closing actions and areas of non-compliances.
4. To comply and ensure that the service meets operational waste requirements and control the relevant records.
5. To be responsible for the organisation and maintenance of registers of plant and equipment and facilitate testing and calibration, where required, to meet legislation needs and to investigate and report on damages etc.
6. To be responsible for the receipt and inspection of all highways assets (materials, plant and equipment) and maintaining records, controlling and reporting defects, undertaking condition checks etc.
7. To be responsible for all Highways stock, consumables, fuel etc. within the depots of responsibility, to ensure financial accountability and accuracy of records.

8. To ensure that deliveries and depot visitors are controlled and supervised and the relevant procedures applied and responsible for operational storage areas and safe working within these areas.
9. To be responsible for the maintenance and completion of relevant audits and reports relating to stock checks and reporting quality feedback where required.
10. Aid Operational staff in sourcing ad-hoc materials, plant, technology as required by the service and take a pro-active approach to new operational initiatives (for example Reactec)
11. Create and harness good working relationships with operational staff and managements and attend meetings, training etc. where required.
12. Undertake ad-hoc duties or projects as required within the depot by the depot manager to include cleanliness, security, Health and Safety and general depot / yard tidiness.
13. Work in line with the CCC agreed general duties of depot stores personnel.
14. Participate in winter activities that may involve gritting, ploughing or patrolling where required. by line manager.

**Please note annual targets will be discussed during the appraisal process**

#### **Key facts and figures of the post**

<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>Team leader of a small team</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Responsible for equipment:- the maintenance, security and housekeeping of the stores buildings, contents and associated depot areas and assets.</li> </ul>

#### **Essential Criteria - Qualifications, knowledge, experience and expertise**

- Good general standard of education to NVQ Level 2 or equivalent demonstrable experience
- Full UK driving Licence.
- ICT skills (Excel / Word / database) to a high level.
- Significant experience of working in a stores / materials environment.
- Significant experience of Highways maintenance plant, equipment and materials
- Significant experience of stock control and electronic ordering
- High level of knowledge of Highway maintenance procedures, processes and practises
- High level of knowledge of Health and safety in a working depot environment
- High level of knowledge of quality systems and quality control
- Ability to work on initiative with minimum supervision
- Ability to work to tight targets
- Ability to integrate and work together with the wider team
- Flexibility to travel to other depot locations throughout Cumbria.

#### **Disclosure and Barring Service – DBS Checks**

- This post does not require a DBS check.

#### **Job working circumstances**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>Minimal emotional</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Modest / Considerable levels of effort required.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>Some exposure to adverse weather conditions and other hazards.</li> </ul>

#### **Other Factors**

##### **Severe Weather and Winter Service**

Employees will be expected to carry out functions to support the winter service.

These will take the form of a driver and a mate where conditions dictate. The requirements for both of these roles are listed below: -

##### **Driver Responsibilities**

- Safe operation of specialist winter maintenance fleet including gritters, ploughs and blowers; including pre-use inspections, ensuring load safety, safe driving sometimes in severe winter weather conditions along with post service inspections, cleaning and lubrication.
- Analysis of road conditions and road geometry and instigation of amendments to rate of spread and spread pattern to meet changing conditions.
- Efficient operation of Spargo (or equivalent) control box.

- Ongoing reporting of road conditions to Winter Supervisors and liaison on treatment changes.
- Inspection of the network and recommendation of treatment requirements.
- Ongoing risk assessment of weather and road conditions whilst on the network and appropriate intervention to ensure team and vehicle safety.
- Monitoring of salt spreading sensor outputs to ensure full treatment.

**Mate Responsibilities**

- In liaison with the driver ensure the safe operation of the vehicle.
- Assist in fitting specialist equipment; ploughs and blowers.
- Loading of winter maintenance vehicles.
- Assisting driver in negotiating road hazards especially when plough and blower attached.
- Assist driver in monitoring road conditions and traffic during adverse weather events.
- • Carry out footway de-icing with hand spreaders.