Cumberland Council

Post Specification

Date	**May 2023**
PG Number	**5845**
Post Title	**Highways Team Leader**
Job Family	**Operations**
Job Family Role Profile	**OP7i**
Final Grade	**Grade 8 (inc JWC's)**

To be read in conjunction with the job family role profile

Service Area description

Highways Service

Purpose of this post

To be responsible for the supervision and organisation of a small team of less then 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.

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.

Key job specific accountabilities

1. To supervise team members to ensure quality of work.
2. To assist Supervisors in the programming and ordering of materials and plant required by the team to deliver their tasks.
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.
4. To ensure the team operates safely and that operating rules and procedures are adhered to.
5. To be responsible for the maintenance and completion of paperwork relating to the management and organisation of the team.
6. To deliver all your assigned tasks as allocated by the Area Steward.
7. Mixing, application, laying, levelling, spreading, compaction of soils, granular, bituminous or water bound materials.
8. Ability to lay paving flags, stones, kerbs and blocks.
9. To carry out works on drainage systems including ditch clearing, mobile jetting, ironwork remedials, repairs to pipe work.
10. To carry out work or support activities in relation to bridge maintenance.
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.
12. Install and maintain all forms of temporary traffic management including temporary signals, Chapter 8 signage and stop and go boards.
13. Operation of light plant including concrete mixers, pumps, air compressors, road breakers, rollers, vibrating plates and cutting saws.
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.
15. To adhere to the rules for drivers operating CCC vehicles as directed by the drivers manual.
16. Be willing to take part in the winter maintenance function or other out of hours functions.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post	
Budget Responsibilities	• None
Staff Management Responsibilities	• Supervision of up to 5 staff members
Other	• Equipment- Plant, materials, small plant and tools.

Essential Criteria - Qualifications, knowledge, experience and expertise

- Full UK Driving licence
- Abrasive wheels certification
- Extended experience in a highway maintenance field
- Proven experience in leading and motivating staff
- Use of plant and equipment associated with the function
- Worked within a customer-focused service where personal conduct is key.
- Knowledge of highway materials.
- Knowledge of processes associated with highway maintenance.
- Knowledge in the safe use of tools, equipment and plant.
- Working knowledge of health and safety within the field including manual handling.
- Ability to work with a minimum of supervision.
- Ability to communicate effectively with all stakeholders.
- Ability to meet targets and deadlines to achieve workload.
- Ability to interpret site plans and utility drawings
- Ability to program works in terms of allocation of resources
- Ability to measure up works and order materials
- Able to undertake internal/external training.
- Flexible and able to travel throughout Cumbria and the surrounding areas.
- Must be flexible within the teams and be willing to carry out a variety of task as necessary

Desirable

- HGV Class 1 or 2
- CSCS holder
- HIAB Ticket
- Certificated Plant Operator desirable
- Winter maintenance drivers desirable
- LGV Class C desirable
- NVQ L2 Highway Maintenance.
- NVQ L2 Team Leader
- NRSWA Ticket
- Experience of working with Human Resource policies and procedures
- Experienced in producing detailed reports/paperwork.
- Working knowledge of COSHH regulations.
- Be willing to support the service by being available for winter gritting and call out

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances	
Emotional Demands	• The post holder is exposed to minimal emotional demands.
Physical Demands	• The post holder will be exposed to some applied physical effort, i.e. digging heavy soil
Working Conditions	• 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. Out of hours working.

Other Factors

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