



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Skilled Roadworker / Chargehand	<b>Role Profile Number:</b> HI00002
<b>Grade:</b> L	<b>Date Prepared:</b> January 2015
<b>Directorate/Group:</b> Service Delivery / Highways	<b>Reporting to:</b> Highway Supervisor
<b>Structure Chart attached:</b>	No

### Job Purpose

- To ensure safe passage of the general public in line with the Highways Act 1980.

### Key Accountabilities

- Undertaking a programme of work identified by Highway Supervisor, or under the direction of a Specialist Roadworker.
- Direct /Supervise General Roadman/Roadmen.
- Working with a strong teamwork ethic.
- Work under Chapter 8 rules and understand the basis of Risk Assessments and Method Statements. Including the correct erection and removal of appropriate signs and barriers to current legislation.
- Attend all Toolbox Talks or similar.
- Work within legislation of Health and Safety at Work Act 1974.
- Wear all PPE as issued and required. Ensure PPE is worn by all team participants
- Work closely with the Inspection Team to ensure best practice, relevant materials and Traffic Management are used appropriately. Best Practice
- Complete set targets/jobs
- Complete own timesheets and those of general roadworkers when required, record in writing issues identified and reasons.
- Identify own training requirements to Supervisor.
- Attend any training as directed.
- Look after and keep in a clean and usable condition all tools and plant you are working with, return when finished, or at regular intervals for routine maintenance /calibration
- Operate powered hand tools, plant and machinery as required.

- Assist in emergency situations as directed by supervisor, Manager and or Emergency officer
- Work in a clean and tidy fashion. Maintain high standard of cleanliness with regard to any uniform/ PPE issued.
- Dispose of waste materials in line with the latest environmental requirements. Recycle whenever an option. Waste Transfer notes as required.

### **Supplementary Accountabilities**

- Voluntary: Out of hours working either as a Callout Operative or Winter Service Operative/Driver are available on a rota basis, for additional payment subject to operational needs and the capabilities of each individual.
- Assist in emergency situations as directed by supervisor, Manager and or Emergency officer

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Experience and knowledge of Civil and Construction applications and practice techniques
- Sound working experience and knowledge of all groundwork applications.
- Demonstrable knowledge of participating in good practices in the following;
- CAT and Genny
- Asbestos Awareness Certificate
- Needlestick Awareness
- Abrasive Wheels
- Use of small tools and plant
- First response first aider

### **Qualifications**

- HGV driving licence
- City and Guilds Winter service
- DCPC
- Streetworks Act
- Chapter 8 Traffic signing lighting and guarding
- CSCS card holder

### **Decision Making**

- Identify own training requirements to your Supervisor
- Working and contributing as part of a team
- Understanding Self Awareness – Risks around you and your team

- Traffic Management – identify and resource
- Make decisions daily within a structured process.
- Work under own initiative (although supervision available)
- Identify type of materials required

**Creativity and Innovation**

- Offer opinions for discussion when unanticipated issues arise on site.
- Motivate and support team
- Challenge old ways of working

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• One on site job at a time – possibility of many jobs each day [site to site]</li> <li>•</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Up to three others in the gang, ensuring quality and quantity of work and cleanliness on site completion [usual daily duties]</li> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>.</p> <p>Vehicle, plant, tools, phone</p>
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**Contacts and Relationships** *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- General Public – positive attitude – non confrontational
- Team working
- Other SBC employee’s – at all levels within the organisation

**Other Key Features of the role** *(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)*

- regular outside work in all weather situations,
- unpleasant or hazardous conditions
- standing, carrying or working in constrained positions
- potential verbal abuse and aggression from people
- risk of injury

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	