Post Specification

Post Specification - Key Information

- **Post Title:** Highways Operative
- **Date:** November 2025
- **Post Group Number:** 5844
- **Job Family:** Operations
- **Job Family Role Profile:** OP5
- **Final Grade:** OP7 (inc JWC's)

To be read in conjunction with the job family role profile.

Service Area Description

Highways Service

Purpose of this Post

To undertake highway maintenance and construction-type work to the given standards. The tasks will involve minor highway construction, carriageway and footway patching, reactive maintenance and drainage works. In addition, there may be a requirement to carry out grounds maintenance works within the role. To ensure that all work activities are carried out with a focus on performance, safety, and quality. To support Highway Team Leaders in the inspection and repair of the highway network, and to respond to service requests.

Key Job Specific Accountabilities

1. Traffic management on single/ dual carriageways using traffic lights.
2. Attend emergency call-outs.
3. Fencing repairs.
4. Installing traffic signs.
5. Support the team leaders in the delivery of highway inspections and maintenance of records.
6. Ditch clearing and minor drainage works.
7. Be willing to take part in the winter maintenance function or other out-of-hours functions.
8. Mixing and laying materials such as cement, concrete and bituminous.
9. Operate a specialist small plant and tools.
10. Minor civil works including – patching, kerbing, flagging, block paving, surfacing, drainage, walling, etc.
11. To carry out works to an agreed line and level.
12. Carrying out on-site assessments to solve or design out highway-related defects/problems.
13. Assist in other duties, which may reasonably be expected within the role.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities**: None
- **Staff Management Responsibilities:** None

- **Other:** Equipment- Plant, materials, small plant and tools.

Essential Criteria

- **Qualifications:**
- Abrasive wheels certification
- HGV Class 1 or 2
- CSCS holder
- HIAB Ticket
- Certificated Plant Operator
- Winter maintenance drivers
- LGV Class C
- NVQ L2 Highway Maintenance
- NVQ L2 Team Leader
- NRSWA Ticket
- **Knowledge:**
- Extensive knowledge of highway materials.
- Procedural 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.
- Some working knowledge of procedures and practices associated with highway maintenance.
- **Experience:**
- Experience in a highway maintenance field where high levels of accuracy are required
- Experience of working with Human Resource policies and procedures
- Experienced in producing detailed reports/paperwork.
- Some experience in leading and motivating staff
- Working knowledge of COSHH regulations.
- **Expertise:**
- Be willing to support the service by being available for winter gritting and call-outs.
- Use of plant and equipment associated with the function.
- Worked within a customer-focused service where personal conduct is key.
- Ability to work with a minimum of supervision.
- Ability to communicate effectively with all stakeholders.
- Ability to interpret site plans and utility drawings.
- Able to undertake internal/external training.
- Must be flexible within the teams and be willing to carry out a variety of tasks as necessary.

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.

Other Factors:

- Willing to support the service by being available for winter gritting and out-of-hours call-outs.
- Able to travel extensively throughout the County.
- Full UK Driving licence.