



### Roads Operative

Reporting to:	Manager of Infrastructure & Roads Supervisor
Hours per week	38 Hours
Salary:	MW 2021

#### Job purpose

As a Roads Operative, you will be responsible for working as part of the Roads Maintenance Team (Works Department), at times without supervision, to maintain the Parish rural roads and land, in a responsible, timely manner. At times, you may be required to work within other departments to cover for holidays, absences and busy periods.

#### Duties and responsibilities

As a Roads Operative, you will be responsible for contributing to the overall maintenance of Parish land and Road Infrastructure. You will be required to follow Health & Safety legislation, internal policies and processes and meet deadlines set out by the Roads Supervisor or Manager of Infrastructure whilst providing an efficient, effective service to the Parish. In particular, this includes:

#### Service Responsibilities

- Monitoring all Parish administered roads and reporting to the Roads Supervisor or Manager of Infrastructure any signs of damage, including, but not limited to, potholes, overhanging trees, and damaged signage;
- Sweep debris from paved surfaces, mow grass and remove weeds. If required, remove snow and ice, and spread salt;
- Excavate damaged areas of the road by hand, spread and compact asphalt to repair damaged areas or pavements and Parish roads;
- Set out signs and cones around work areas to divert traffic;
- Assist the maintenance of road furniture, using handheld and power tools;
- Clean and clear debris from culverts, catch basins, drop inlets, ditches and other drainage structures;
- Remove litter and debris from Parish administered roads, including that from rock and mudslides;
- Perform roadside and Parish property landscaping work;
- Clean oil spillages from Parish Roads;
- Follow maintenance projects as requested by the Roads Supervisor or Manager of Infrastructure, ensuring regular reporting and updates;
- Ensure that the day to day running of the services are carried out on schedule to high standards;
- To assist in the cleaning at the Parish depot to the agreed standards;
- To drive a range of Parish vehicles as required for the depot;
- To report to Roads Supervisor any faults or damage to Parish owned vehicles or machinery;
- Report any Health & Safety issues, accidents or identified risks as they occur to the Roads Supervisor;
- Undertake additional training relating to DVS standards and ensure professional and personal development is maintained;
- Assist in the maintenance of the Parish churchyard and cemetery as necessary;
- Undertake any other reasonable duties as requested by Roads Supervisor or Manager of Infrastructure;

#### Parish Wide Responsibilities

- Championing the objective "to ensure value for money and probity" across all Parish activities;
- Delivering continual improvement in terms of service standards, quality, experience and efficiency;
- Providing support and cover for other members of the team, including, but not limited to the refuse team, as required;
- Participating when instructed in Parish developments and initiatives in pursuit of the Parish's aims and objectives



- Positively engage with members of the public in dealing with issues relating to the Parish of St Saviour's administered highways;
- Provide cover for holidays, sickness, etc, within the Refuse Team when directed to do so by the Roads Supervisor or Manager of Infrastructure;

### Working conditions

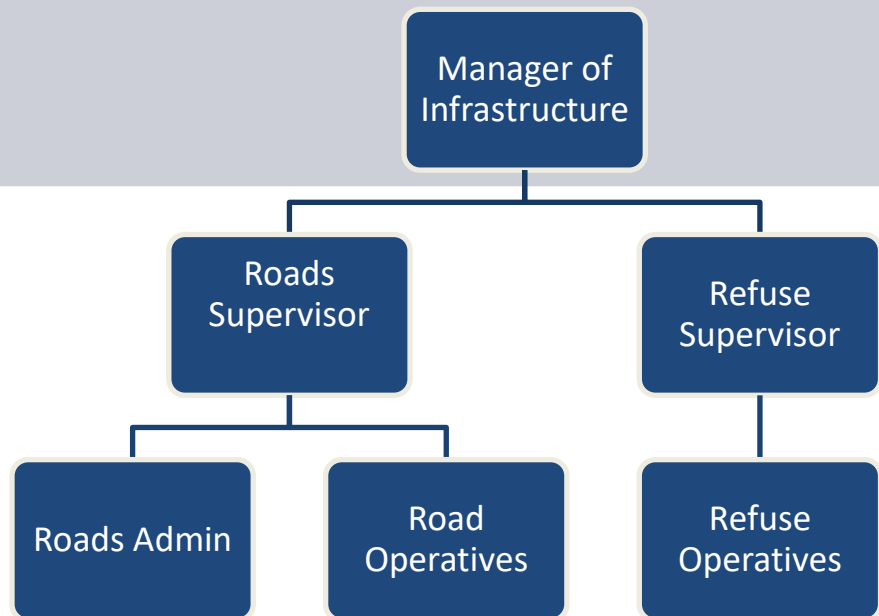
This role will be largely based offsite. The nature of this role may require attendance at meetings and events outside of normal working hours.

### Reporting Lines

This role reports directly to the Roads Supervisor and Manager of Infrastructure.

Org Chart, highlighting this role, the manager and reporting lines.

## Highways, Infrastructure & Waste Services



### Job context

The postholder's main role is to maintain the Parish's roads and public realms.

### Key Challenges

- The postholder is expected to follow policies and procedures both internally and from the wider area (ie: Parish & Government of Jersey);
- Keep up to date with current legislations and Parish policies;
- Communicate clearly with colleagues and Parishioners;
- Communicate with Roads Supervisor and Infrastructure Manager of any issues that may arise;
- Have the ability to work unsupervised or as part of a team;
- Ensure that services are delivered to a high standard;
- Capacity to be flexible to provide cover when required;
- A good level of health and fitness is essential, as this post will required the postholder to repeatedly lift 20kg, walk long distances and work in all weather conditions.



### Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Education to GCSE standard or equivalent, with further construction and/or civil engineering studies	X	
Relevant Health & Safety, manual handling, outdoor maintenance and roadworks set up and mini excavator courses		X
HGV Licence including Hiab training		X
To attend further training courses, as requested by the Parish	X	
<b>Skills/competencies/Knowledge</b>		
Strong understanding of the role of the Parish and the environment in which it operates	X	
Ability to recognise complex issues and report them as necessary	X	
Skills to work under extreme pressure to meet goals and deadlines	X	
<b>Previous experience</b>		
A proven track record of working effectively in a similar environment	X	
A successful background in monitoring, evaluating and improving service delivery, quality and standards	X	
<b>Special attributes</b>		
Technically knowledgeable, skilled and experienced in a relevant discipline (eg: gardening, or construction related)	X	
Be prepared to be called at any time to attend emergency situations	X	
Ability to carry out works that involves a considerable amount of bending, lifting and walking	X	
Ability to work outside, in all weather	X	

Approved by:

*Connétable of st Saviour*



# Parish of St Saviour

## Job Description

Date approved:	<i>April 2021</i>
Scheduled Review Date	<i>2026</i>