

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Highways & Property Services
SECTION:	Highways Operational Delivery Team
LOCATION:	Princess Street Depot
JOB TITLE:	Operative (Highway Maintenance)
POST NUMBER:	
Grade:	5
Accountable to:	Operations Supervisor
Accountable for:	
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Required to work within the highways operational service supporting the completion of planned, reactive and emergency highway maintenance as well as winter maintenance operational activities.

Utilising knowledge and experience to ensure that depot and work sites are maintained in accordance with good Health, Safety and Quality standards.

Responsible for all aspects of highways and winter maintenance.

Responsible for carrying out a broad range of tasks, including but not limited to kerb laying and footway improvements, drainage work, traffic signal chambers and ducting, culvert installations, shuttering, steel fixing and formwork, brickwork and concrete repairs, vegetation clearance, excavating holes and trenches, carriageway repair works, repairing safety fencing and timber post and rail fencing and working with vacuum excavators. All to a high standard, safely and at a commercial pace.

Control of Resources

Personnel

Financial

Equipment/Materials

To be responsible for the assets, equipment and materials used in the delivery of services, ensuring they are properly protected from loss and provide value for money.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal: RBC Highway Service Staff, Operations Manager, Operations Supervisors, Other council departments, Elected Members.

External: Members of the public, Statutory Undertakers

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. Ensure all works are undertaken in accordance with safe systems of works and RAMS
2. Carry out work activities in which you are competent and trained to undertake
3. Deliver continuous improvement within daily allotted works tasks
4. Ensure all relevant pre-start check's are undertaken on plant and tools in which you are trained to operate
5. Work in a safe manner at all times, if unsure stop work, make safe and seek supervisor direction.
6. Carry out all reasonable work instructions
7. Attend liaison meetings with other stakeholders
8. Support the emergency service provision, in and out of hours
9. Support the delivery of winter service provision, in and out of hours
10. Compliance with all statutory and council procedures across all functions, specifically H & S
11. Develop and maintain good working relationships across all teams
12. Carry out a broad range of Highway maintenance activities - safety, efficiently and to a high standard
13. Conduct operational activities against required quality standards
14. Undertake required work and progress against agreed programmes
15. Select and undertake appropriate work methods to ensure the work is completed right first time
16. Ensure that work activities meet project work requirements
17. Utilise the effective deployment and use of plant, equipment or machinery, including all pre-start checks and reporting of faults/defects
18. Organise, control and monitor supplies of materials
19. Evaluate job information / solution and recommend improvements
20. Carry out all reasonable work instructions (Issued through various media including hand held device, hard copy job file and/or verbal instructions)
21. Flexibility of working overtime or shift patterns to meet business requirements
22. Report all observations Close Calls and Good Practices

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Chris Cooper</u>	Date	<u>March 2026</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
	<u></u>		<u></u>
Service Director	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Highways	Post:	Highway Maintenance Operative
Section :	Operational Delivery	Post Number :	
Job Ref:	TBC	Grade:	5

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Able to work outside in a live traffic environment	E	AF/I
2 Able to work outside normal working hours to support the delivery of the Winter Maintenance Service	E	AF/I
3 Able to work outside of normal working hours to support the delivery of the Out of Hours Emergency Call Out Service	E	AF/I
4 Flexibility of working overtime or shift patterns to meet business requirements	E	AF/I
5 Please confirm you have a valid car driving licence and production of licence at interview	E	AF/I
(b) Qualifications and Experience		
6 Used to using ICT Equipment	E	I
7 Hold NRSWA qualification or able to achieve within 6 months, production of qualification at interview (if applicable)	E	AF/I
8 Hold Manual Handling qualification	D	AF
9 Carry out a broad range of Highway maintenance activities safety, efficiently and to a high standard	E	I
10 Conduct operational activities against required quality standards	E	I
11 Undertake required work and progress against agreed programmes	E	I
12 Select and undertake appropriate work methods to ensure the work is completed right first time	E	I
13 HGV Class 2/Cat C or CAT C+E	D	AF
14 Construction or roadworks background experience	E	AF/I
(c) Skills and Knowledge		
15 Ensure all works are undertaken in accordance with safe systems of works and comply with all Health and Safety procedures	E	I
16 Able to work in a safe manner at all times	E	I
17 Carry out work instructions in which trained and competent to undertake	E	I
18 Setting out of Traffic Management in accordance with safety at street works and road works a code of practice	E	I

19	Able to represent Rochdale Borough Council in a professional manner to residents and businesses across the borough	E	I
(d) Behaviours and Values			
20	Approach the job at all times using the values set out below - Proud of the difference we make - Passionate about the diversities of the Borough - Pioneering and Open in our Approach Be aware of and apply these values and associated behaviours at all times.	E	I
Criteria Continued			How Identified: AF Application Form I Interview Assessment
(e) Other Transferable Skills and Experience			
21	First Aid trained	D	AF
22	Holds CSCS Card	D	AF
23	Winter Maintenance 6159	D	AF
24	NPORS or equivalent Plant Licences	D	AF
25	High pressure water jetting drains and sewers	D	AF