

Job Description

Highways Construction & Maintenance Operative (Highways Operative)

Reference: TN004

Date: May 2026

Job Family:	Transport and Neighbourhood Management / Highways and Transport Operations
Level:	1
Band:	3
Career Track:	Operational

Job Purpose

To provide assistance within a team undertaking highway maintenance and construction tasks in the development of Northumberland County Council highway network to ensure it is safe, functional, and efficient for motorists and pedestrians. Ensuring all work complies with health and safety legislation and technical specifications, often working in live traffic environments. This will involve using plant and procedures required of the role.

Service Purpose

The Highways Service plans, maintains and improves Northumberland's highway and transport network to support safe, efficient travel and a resilient local economy. The service safeguards the highway asset, meets statutory duties, and delivers transport, asset management and Flood and Coastal Erosion Risk Management (FCERM) functions to manage risk, improve resilience and protect communities. Through effective investment planning, partnership working and customer-focused delivery, the service provides value for money while minimising disruption across a large, predominantly rural county.

Duties and Responsibilities

Highways Construction and Maintenance

- Carry out highway repairs and maintenance works including modular and block paving, kerbs and channels, flexible surfaces, ironwork (manholes, gullies, valve boxes), concrete works (including reinforcement), bollards, fencing and minor landscaping reinstatement.
- Undertake excavation works, preparation of sub-bases, and reinstatement of surfaces, including small areas of turf and planting.
- Construct manholes and chambers using brickwork or concrete drainage rings, including associated formwork and shoring where required.

Drainage and Civil Works

- Install, maintain and repair drainage systems, including excavation of trenches, laying of pipes, operation of mechanical jetting plant, and all associated health and safety precautions.

Plant, Equipment and Vehicles

- Operate highways plant and equipment such as compactors, vibrating rollers, mini-excavators, road rollers, saws, compressors and other small plant, subject to training and accreditation.
- Drive and maintain the security of non-HGV vehicles, including completing daily and weekly vehicle and plant checks and log sheets.

Health, Safety and Compliance

- Comply fully with Health and Safety legislation, method statements, COSHH and risk assessments, including safe working practices in accordance with Chapter 8 of the Traffic Signs Manual.
- Use all required personal protective equipment correctly and attend training courses as necessary to maintain competence and certification.

Street Lighting, Signs and Capital Schemes

- Assist with minor and major capital works under supervision, including street lighting ducting, cable laying, erection of columns, traffic signs and associated infrastructure.
- Assist with the erection, maintenance and painting of timber or steel fencing, signposts, lighting columns and related assets.

Winter Maintenance and Emergency Support

- Undertake winter service duties including manual snow clearing and gritting, as required.

Administration, Training and Values

- Complete timesheets, plant and vehicle records accurately for operational and costing purposes, undertake relevant training for the role, and carry out duties in line with organisational values, customer care, equal opportunities and quality of service.

Person Specification

Professional and Technical Requirements

Qualifications

- City & Guilds Craft Certificate in Roadwork, Level 2 (or working towards) or equivalent qualification or significant industry experience.
- Functional skills - numeracy and literacy.

Knowledge, Skills and Experience

- Previous experience of manual work.
- Strength dexterity and co-ordination to use hand or power tools of larger pieces of equipment
- Specialist skills associated with the operation and maintenance of hand and power tools.

- Ability to drive a variety of work related general purpose vehicles up to 7.5 tonnes.

Core Competency Requirements

- **Communication:** Communicates clearly and respectfully to support shared understanding. Uses active listening to confirm meaning and respond appropriately.
- **Collaboration:** Works with others to complete tasks and support service delivery.
- **Service Delivery:** Delivers tasks to expected standards and timescales, following procedures and guidance. Uses resources efficiently to support effective delivery.
- **Decision-Making:** Makes decisions using guidance and procedures.
- **Digital & Data Literacy:** Uses standard digital tools to complete work, following guidance on data protection and digital safety.
- **Adaptability:** Adapts to change and feedback. Applies learning to improve own work and support team outcomes.
- **Problem-Solving:** Resolves issues using known solutions.
- **Community & Customer Focus:** Delivers services with care and respect, considering diverse needs and ensuring a positive customer experience.
- **Leadership:** Supports colleagues and takes responsibility for own work.

Strengths

- **Disciplined:** You follow processes, operating well within set standards, rules and guidelines.
- **Team Player:** You work well as part of a team and strive to ensure the team pulls together and is effective.
- **Adaptable:** You can adapt to variations in work or environment. Your effectiveness is not affected by change. You are flexible and versatile. You act as an advocate for change.
- **Responsible:** You take ownership for your decisions. You hold yourself accountable for what you have promised.
- **Problem Solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.

Desirable

- Previous experience of highways maintenance or construction work.