

Northumberland County Council
JOB DESCRIPTION

Post Title: Highways Surfacing Assistant		Group/Department/Service: Local Services, Highways		Office Use	
Grade: 6		Workplace: Northern Area Highways			JE ref: 4157
Responsible to: Highways Surfacing Senior Team Leader		Date: November 2020	Manager level:		HRMS ref:
Job Purpose: Assist in managing day to day activities of the surfacing, to meet the requirements of the County Council and other clients. Assist in the supervision of the day to day delivery of services of resurfacing operations across Northumberland.					
Resources	Staff	Monitor compliance of the operational surfacing specialists and highways operatives. External contractors			
	Finance	Assist the surfacing team leader to deliver an average daily spend of £15,000. Collate and sign off contracts invoices.			
	Physical	All plant associated with surfacing team and Operations. Monitor and additional external surfacing contractors			
	Clients	Clients, Government Agencies, Partner Organisations, and providing an efficient and effective service to the general public			
<p>Key Duties and responsibilities: Individually or as part of a team and under the general direction of senior manager colleagues:</p> <ol style="list-style-type: none"> 1. Liaise with the Highways Surfacing Senior Team Leader and Construction Manager for all day to day activities relating to the countywide surfacing operations of the surfacing operations across Northumberland. 2. Interpret basic drawings and carry out the work as detailed and specified in the drawings and paperwork.. 3. Compile, check and approve weekly plant, labour and material returns and calculate production rates to confirm that productivity remains competitive. 4. Assist in programming works and materials on a weekly basis 5. Review and sign off invoices in a timely manner. 6. Liaise with contractors on a daily basis. 7. Set scenarios of temporary traffic management requirements and liaise with the area Traffic Management Officer 8. Deliver toolbox talks and ensure Current Health and Safety procedures are being followed. 9. Liaise with the area team for up to date daily, weekly and yearly programmes and inform of any changes to programmes. 10. Compile drawings of as built schemes for inclusion in the health and safety file as required by CDM 2015. 11. Assist in writing method statements associated with each surfacing scheme and review risk assessments. 12. Produce and develop daily paperwork to allow the operation to conform to the current laws and legislation around health and safety and working on the Highway network.. 13. Work with Technical Assistants to ensure that all surplus waste associated with surfacing operations is transported and disposed of in a compliant manner. 14. Keep up to date with industry standards and current legislation and material options. 15. Liaise with NCC Laboratory on a daily basis and email weekly programmes of work for the weeks ahead to ensure testing compliance. 16. Ensure compliance with Environment Agency standards. 17. Write out hazardous waste consignment notes to ensure all waste movements comply with the Hazardous 18. Assist in producing a recycling programme to help NCC deal with tar bound planings 19. Monitor operatives hours on a weekly basis to ensure compliance with the Working Time Directive Regulations. 20. Compile health and safety files for individual schemes to ensure compliance with CDM Regs 2015 in and internal standards. 21. Help establish quality standards and performance indicators for services, review performance and ensure appropriate action is taken. Ensure that prevailing legislation and best professional practice are reflected in the standards and values of activities undertaken. 					

22. Deliver training to workforce in the form of 'tool box talks' and health & safety inductions etc
23. Contribute to the development and maintenance of quality, environmental and health and safety systems. Embrace the concepts of customer care and IIP in all activities.
24. Ensure compliance with regulations and other relevant legislation
25. Help establish quality standards and performance indicators for services, review performance and ensure appropriate action is taken. Ensure that prevailing legislation and best professional practice are reflected in the standards and values of activities undertaken.
26. Promote and maintain procedures and safe systems of working or working to comply with health and safety and employment legislation, including the CDM regulations.
27. Assist in winter services operations and Out of Hours activities when required.
28. Any other duties appropriate to the nature, level and grade of the post.

The duties and responsibilities highlighted in this job are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements	Extensive travel throughout the county to various types and sizes of work sites, area offices, other internal and external client offices.
Working patterns:	Normal working hours apply but must be able to work out-of-hours, sometimes at short notice as required. Weekend work and night shifts are common.
Working conditions:	Expected to work outside in various extreme weather conditions throughout the year.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Highways Surfacing assistant	Group/Department/Service: Local services- Highways	Ref: 4157
Essential	Desirable	Assess By
Qualifications and Knowledge		
<ul style="list-style-type: none"> ● Minimum 3 years of knowledge / experience gained in a road surfacing operation. ● Relevant Health and Safety Training ● General standard of education demonstrating literacy and numeracy (NVQ Level 3 or above) ● Experience of current waste management procedures. ● Experience of tar bound materials in construction and waste procedures. ● Relevant supervisory experience ● SMSTS ● T7 Traffic management qualification or higher 	<ul style="list-style-type: none"> ● Other professional or management qualification 	
Experience		
<ul style="list-style-type: none"> ● Experience of managing in a comparable environment. ● Successful track record of managing operations and staff ● Minimum 2 years experience in a road surfacing operation. ● Knowledge of all aspects of surfacing operations and plant ● Working knowledge of the organisation of the County Council. ● Knowledge of construction and commercial practices in the private sector. 	<ul style="list-style-type: none"> ● Experience of ISO 9001, ISO 14001 	
Skills and competencies		
<ul style="list-style-type: none"> ● Good management, communication, presentation and negotiation skills. ● IT skills and knowledge of word, excel and MS project programming ● Good IT programming skills. ● An objective and rational approach to problem solving and decision making. ● Good interpersonal skills with the ability to build and lead by effective means. ● Good motivational and communication skills. ● Commercially aware ● Self-motivated, adaptable and resourceful ● Effective planning and organisational skills ● Good at problem solving and the ability to work with a minimum of supervision 	<ul style="list-style-type: none"> ● Well-developed marketing and promotion skills 	
Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> ● Able to remain calm and professional when dealing with emotive issues and explaining the council's position and responsibilities. ● Ability to lead and motivate a team of individuals ● Self-motivated, adaptable and resourceful ● 60% of work will be carried out in an outdoor environment but regular dialogue with area based Construction Teams and Design Teams in office environment is essential ● Need to maintain general awareness with lengthy periods of enhanced concentration ● Regular contact with the public/clients in dispute with the County Council ● Regular exposure to working out doors 		

Other		
<ul style="list-style-type: none">• A current UK driving licence.• Ability to meet the construction requirements of the post• Ability to work outside of normal office hours including weekends, evening and early mornings.	<ul style="list-style-type: none">• Current HGV licence	