

Job Description

Highways Construction & Maintenance Officer (Skilled Highways Operative)

Reference: 1020

Date: May 2026

Job Family:	Transport and Neighbourhood Management / Highways and Transport Operations
Level:	2
Band:	5
Career Track:	Technical, Professional and Supervisory

Job Purpose

To carry out the maintenance, repair, and 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 & Maintenance

- Undertake highways construction, repair and maintenance works including kerbing, channels, block/modular paving, flexible surfacing, concrete works, ironwork and reinstatement of surfaces, turf and planting.
- Carry out excavation works including trenching, sub-base preparation, formwork and shoring, and the construction of manholes using brickwork or concrete drainage rings.
- Install, repair and maintain drainage systems, including laying pipes and operating mechanical jetting equipment.

Plant, Vehicles & Equipment

- Operate and maintain highways plant, machinery and equipment (subject to training and accreditation) including rollers, mini-excavators, compressors, compactors, vibrating rollers, saws and loading shovels.
- Drive and maintain allocated vehicles (e.g. vans, pickups and LGVs), ensuring security of vehicles, plant and equipment on site.

Health, Safety & Compliance

- Work in full compliance with Health and Safety legislation, method statements, risk assessments, COSHH requirements and Chapter 8 of the Traffic Signs Manual, including correct use of PPE.
- Locate underground services using drawings and cable locating equipment and carry out excavations safely in proximity to live utilities.

Traffic, Highway Furniture & Associated Works

- Install, maintain and repair highways and street scene assets including traffic signs, signposts, bollards, fencing and assist with street lighting works such as cable installation and column erection.
- Support winter maintenance activities including snow clearance and manual gritting as required.

Supervision, Records & Ways of Working

- Work from written instructions with minimal supervision, interpret construction drawings and carry out basic site setting-out.
- Complete required documentation including vehicle, plant and timesheets for operational and costing purposes.
- Provide on-the-job training and occasional supervision of trainees or new staff.

Operational Flexibility & Organisational Values

- Participate in out-of-hours emergency response to make safe dangerous situations when required.
- Carry out duties in line with organisational values, promoting customer care, equality of access and quality of service.

Person Specification

Professional and Technical Requirements

Qualifications

- City & Guilds Craft Certificate in Roadwork, Level 2 or equivalent qualification.

Knowledge, Skills and Experience

- Previous experience of highways and construction works.
- 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:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital & Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Disciplined:** You follow processes, operating well within set standards, rules and guidelines.
- **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.
- **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.
- **Team Player:** You work well as part of a team and strive to ensure the team pulls together and is effective.

Desirable

- Ability to drive a work related vehicle over 7.5 Tonnes
- Ability to operate Winter Services vehicle and associate plant.