

Job Description

Job Title: Highway Maintenance Operative

POSCODE: TBC

Grade: 4/5

Overall purpose of the job

To undertake highway maintenance activities to ensure that Cambridgeshire's highway network is maintained in a safe and serviceable condition for residents, businesses and visitors.

The Highway Maintenance Operative will carry out a range of planned, reactive and preventative maintenance works across the highway network, including carriageways, footways, cycleways, drainage assets, signs, street furniture and public rights of way. The postholder will support the County Council's commitment to providing a safe highway network, responsive local services and visible community-focused maintenance.

The role will work closely with Highway Rangers, Highway Maintenance Officers, volunteers, contractors and local communities to deliver minor works and improve the condition of highway assets.

Main accountabilities

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1.	<u>Highway Maintenance Works</u> Undertake a range of routine and reactive highway maintenance activities including: • Pothole repairs. • Surface patching works. • Drainage maintenance and cleansing. • Vegetation management. • Sign and street furniture repairs. • Footway and cycleway repairs. • Public rights of way maintenance. • Minor civil engineering and construction activities. Ensure all works are completed safely, efficiently and to the required specification.
2.	<u>Inspections and Reporting</u> Undertake routine inspections of highway assets and completed works. Identify and record highway defects using approved systems and processes. Provide accurate information to supervisors regarding: • Asset condition. • Safety defects. • Emerging maintenance requirements. • Progress of works.
3.	<u>Traffic Management and Site Safety</u> Set up, and maintain temporary traffic management arrangements appropriate to the works being undertaken. Ensure compliance with:

	• Health and Safety at Work legislation. • New Roads and Street Works Act requirements. • Chapter 8 Traffic Signs Manual requirements. • County Council policies and procedures. Maintain safe working practices at all times.
4.	<u>Equipment and Vehicle Operation</u> Operate and maintain vehicles, plant, machinery and tools required for highway maintenance activities. Carry out daily vehicle and equipment inspections and report defects. Ensure equipment that is being used by operatives to undertake maintenance work is used correctly and stored securely.
5.	<u>Community Engagement</u> Act as a professional representative of the County Council when working in local communities. Provide courteous and helpful information to members of the public regarding maintenance activities where appropriate. Support community volunteering initiatives and work alongside trained volunteers where required.
6.	<u>Team Working</u> Adopt and promote a “one team” approach and the cross-team working to ensure a holistic approach to highway maintenance and to provide team resilience and enhance team capability. Work collaboratively whilst delivering maintenance activities with: • Highway Rangers. • Highway Maintenance Officers. • Contractors. • Other County Council services. • Local councils and community groups. Contribute positively to team performance and service delivery.
8.	<u>Corporate Responsibilities</u> • Demonstrate an awareness and understanding of equality, diversity and inclusion. • Support the Council's commitment to becoming a Net Zero organisation. • Comply with all Council policies and procedures. • Undertake training and development activities as required.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE or equivalent	English, Maths & Science Relevant construction or highways maintenance qualification.	Essential Desirable
Other	New Roads and Street Works (NRSWA) accreditation. Chapter 8 Traffic Management qualification.	Essential Essential
Other	First Aid qualification.	Desirable
Other	Relevant plant and machinery certifications for basic maintenance activities including operating strimmer / chain saw / hedge cutter.	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
	Knowledge of highway maintenance or construction activities such as undertaking vegetation clearance and maintenance	Essential
	Knowledge of The Highways Act 1980 and other relevant legislation.	Desirable
	Knowledge of local highway maintenance techniques and materials including how to fill potholes and compact cold lay asphalt products	Desirable

Skills		
	Ability to work safely and effectively as part of a team.	Essential
	Ability to carry out physically demanding activities.	Essential
	Ability to work flexibly to meet operational requirements including working out of a number of depots countywide, starting early or finishing later on occasion.	Essential
	Ability to supervise volunteers or trainees.	Desirable
Experience		
	Experience of outdoor operational work on highway maintenance or construction activities.	Essential
	Experience of working safely in a physical working environment operating highways or construction plant.	Essential
	Ability to follow work instructions and specifications.	Essential
	Experience of setting out traffic management.	Desirable
Other		
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Flexibility	Ability to travel throughout Cambridgeshire.	Essential

	Ability to undertake physical work associated with highway maintenance. Willingness to participate in emergency response arrangements and standby duties where required. Ability to work occasional evenings and weekends.	
Driving Licence	Full UK driving licence (Category B minimum). Ability and willingness to drive Council vehicles.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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