JOB PROFILE

Post Title:	General Operative
Portfolio:	Safety, Security & Home Affairs Portfolio – Road Section
Responsible to:	Charge hand
Responsible for:	N/A
Grade:	Band B

Job Purpose

To improve the lives of all within our community and help the island thrive by assisting the Charge hand with general maintenance of roads and associated machinery, assembly of site huts and assisting building, cleaning and general maintenance of all roads island-wide.

Main Duties and Responsibilities

1. Work as part of a team to deliver the roads maintenance programmes, including assisting skilled operative / artisan.
2. Preparing roads for surface work by clearing verges and removal of any weed growth on the road surface. Sweeping and verges and shovelling heavy aggregates.
3. Building up of roads by hand packing stone, rubble and the applications of grit / bitumen and bitumen slurry mix..
4. Occasional direction of traffic and communication with the public to explain works and ensure safety.
5. Operational duties involving specialized road equipment
6. Fill in weekly worksheets as part of the timekeeping system.
7. General cleaning of tar machines, associated machinery / tools and work sites at the end of each day, including positioning of warning signs safety barriers and lighting.
8. Assist with work in other sections of the department when and if required.
9. Carry out emergency duties as may be required including incident response for disaster management.
10. Take responsibility for own development and helps others acquire skills and experience.
11. Responsible for physical and financial assets such as materials, road works equipment and tools.

Special Conditions

- Work continuously outside in all weather conditions changing tasks as instructed.
- Exposed to working with fire, chemicals, dust, fumes, noise pollution
- Awareness of road traffic and risk associated with traffic in unfamiliar circumstances substantial personal safety risk)
- Work outside normal working hours and on call
- Discomfort in that no toilet facilities are available on sites
- Be physically fit. :
  - Be able to working standing up, up to 3 hours continuously.
  - Physical fit to walk up to 5km per day. (This can be in one hour or spread over the duration of the day, depending on the work task.)

- Be able to climb up on top of a construction vehicle or roadside bank, 10 times per day. (This can be in one hour or spread over the duration of the day, depending on the work task.)
- Be able to work overhead (back of construction vehicle) and on heights.
- Be able to bend and pick up material and lift material or tools up to 20kg in weight, 40-50 times per day. (This can be in one / two hours or spread over the duration of the day, depending on the work task.)
- Be able to work with tools continuously up to 6 hours per day. This can be with a spade, rake, broom, machete etc.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme.	ii
Analysis and use of Information: Is able to identify when information received is relevant to and should be used in completing an activity. Follows guidelines for identifying problems. Gathers and summarises data when required.	ii
Decision Making: Gathers information from appropriate sources to make routine decisions. Solves problems that have implications for others in own team.	ii
Working with Others: Offers support to colleagues without being asked. Asks for support from colleagues when necessary. Builds good relationships with a range of people. Engages effectively with others in order to understand their requirements and develop appropriate solutions/improvements. Raises difficult issues with others in order to resolve them.	ii
Communication: Can write clearly without spelling or grammatical errors. Uses jargon free language. Is able to record factual information accurately.	ii
Influencing and Persuading: Is receptive to constructive feedback.	ii

Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood.	
Dealing with Change: Sees change as an opportunity. Supports colleagues in understanding change. Participates readily in change initiatives. Assists others to accommodate change. Focuses on benefits to self and/or others.	ii
Continuous Improvement: Makes business and efficiency improvements through use of appropriate systems and tools. Able to coach and develop individuals. Shares knowledge and experience with others. Manages own development and performance. Learns lessons from both successes and failures.	ii
Managing Resources: Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	ii

PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Literacy and Numeracy qualification Level 1 or equivalent level of demonstrable attainment or experience	E	√	
Knowledge & Experience:			
2 years' experience in road works	E		
Sound knowledge of Health & Safety practises in the workplace	E		√
An understanding of how to handle, resolve and escalate enquiries and pass on information promptly	E		√
Experience of working independently and as part of a team	E	√	√
Experience of using information to develop solutions and solve problems	E	√	√
Skills and Abilities:			
Ability to carrying out any operational duties	E		√
Ability to deal professionally with the public	E		√
Good organisation skills	E		√
Able to work well under pressure and to target deadlines	E		√
Ability to work independently in remote locations without supervision or support	E		√
Be physically fit	E		√
Understands the need for confidentiality	E	√	√
Good written and verbal communication skills	E	√	√
Able to work on own initiative without constant supervision	E		√
Must be able to take and executive instructions	E		√
Be aware of constraints e.g. financial, material wastage, deadlines etc.	E		√
Highly self-motivated	E		√
Effective team player	E		√

Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure	E		√
Able to help others acquire skills and experience	E		√
Other:			
Willingness to work flexibly	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity	E		√

Our Values

FAIRNESS
We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY
We communicate openly and we are honest, accountable and ethical.

TEAMWORK
We work together and we support each other.