

JOB DESCRIPTION

POST TITLE:	Chargehand Roadworker
DIVISION/UNIT:	Construction
GRADE:	6
RESPONSIBLE TO:	Assistant Project Agent/Project Agent
RESPONSIBLE FOR:	Roadworker 4 Roadworker 5 Roadworker (Specialist) Apprentice Roadworker

Job Purpose

To undertake the maintenance and construction of roads and drains, or to undertake specialist tasks associated with the construction and maintenance of roads and drainage systems (which may include driving of vehicles required specialist driving skills and/or the operation of powered heavy plant). Provide first line supervision for a work group undertaking road maintenance, construction and civil engineering activities.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Provide first line supervision to an allocated work group by:
 - a. Organising the work group on a daily basis to complete work in accordance with the instructions given by the Foreperson.
 - b. Ensuring that work is carried out in a proper manner, complying with Tayside Contracts' Quality System and client specifications.
 - c. Ensuring that Tayside Contracts policies and procedures in relation to conduct are complied with.
 - d. Ensuring that all relevant returns are completed correctly and on time.
5. Allocate and utilise plant and materials on a day to day basis to perform tasks/duties as instructed.

6. Keep records of any matter that prevents the work group from completing tasks/duties as instructed and submit the records to the line manager on a regular basis.
7. Erect and remove appropriate temporary traffic management signs and barriers including the setting out and removal of cones in accordance with the relevant code of practice.
8. Work to precise levels and requirements in construction work in a number of tasks (e.g., kerbing, raking, compacting granular and bituminous materials at various levels up to surface course, flag and block paving, tracking works, duct/drain laying, fencing, pedestrian barriers, bollard installation, iron work, concreting, rhino patching, permanent sign erecting, manhole construction etc)
9. Drive vehicles, such as gritters, gully machines, hot boxes, lorries, hi-abs, chipping boxes etc. (i.e. driving which requires a Category C licence or specialist driving skills).
10. Read/interoperate construction plans, programmes and documents for the various construction works.
11. Drive and operate heavy/complex plant and equipment with controls and devices other than those for forward and reverse motion and/or in situations requiring manoeuvring skills and judgements not associated with normal driving conditions and/or undertake specialist operations requiring the use of complex equipment.
12. Liaise with client representatives, sub-contractors, utilities etc on a day to day basis on matters relating to the completion of tasks/duties allocated by the Foreperson.
13. Attend meetings as directed by the line manager and cascade relevant information to the work group.
14. Participate in the standby rota/duties for emergencies, winter maintenance, flooding etc.
15. Conduct pre-start vehicle checks on any vehicles driven on a daily basis, reporting any faults immediately and refuel vehicles at the end of each working day.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
4	4	5	2	4	2	1	2	2	2	3	3	3