

Job Description

U14-01

VolkerFitzpatrick ✓	VolkerFitzpatrick-Rail ✓	VolkerRail n/a	VolkerStevin ✓	VolkerHighways ✓	VolkerLaser ✓	VolkerServices ✓
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Business Unit:	VolkerHighways	Contract No. & Name:	HTMC
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Role:	Operative – General	Reports to (Business):	VolkerHighways Ltd
Location:	BaNES - Clutton	Reports to (Function):	Supervisor
		Current Job Holder:	

Overall Role Purpose:
Responsible for working with both the direct labour and sub-contract labour, meeting targets and deadlines on time. These include the operation of mechanical plant, kerb laying, drainage works, emergency call-out work and tarmacking.

Key Accountabilities: <i>(Describe the key tasks and responsibilities the job-holder has on an on-going basis)</i>
<ul style="list-style-type: none"> Assisting with kerb laying (precast concrete). Assisting with laying concrete road channels. Assisting with the excavation and laying of granite kerbs or granite setts. Sweeping and shovelling. Operation of mechanical plant. Laying tarmac and flexible surfacing (raking/sweeping). Pothole repairs. Laying concrete. Relaying of flags, blocks and cobbles. Laying of type 1 sub-base. The levelling of topsoil and grass seeding. Clearing of existing ditches. The excavation of trial holes by hand. The excavation of hard material, hand shovelling and sweeping. Snow clearance by hand. The replacement of gratings in footways and carriageways. Excavation and laying of drainage pipes and service ducts. Site clearance. The removal of undergrowth and scrub by hand, sweeping and shovelling. Maintain and remove temporary traffic signs and road cones. Assisting with the diversion of traffic. To ensure the team works in a safe and effective manner to achieve optimum output and to the required quality. Ensure compliance with Health & Safety at Work Act at all times. Be aware and comply with VolkerHighways Health & Safety, quality and Environmental policies. To help with the unloading/loading of materials. Ensure safe working practices are followed as outlined in Method Statements and Risk Assessments. Report vehicles and plant defects to Supervisors. Winter Maintenance

Interfaces: <i>(Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this)</i>	
Internal Contacts	External Contacts
All Site Personnel/Store Keepers	Sub-Contractors
Area Supervisors	Clients
Senior Supervisor	General Public
Operations Manager	
Project Manager	

Issue no.:	2	Date:	Mar 2023	Parent document:	U14 Recruitment Procedure: Hiring Permanent and Temporary or Fixed Term Workers		
Approved for IMS:	IMS Manager	Document owner:	HR Director	Workspace file:	HR	Page 1 of 2	

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Delegated Authority: <i>(The decisions that the role holder is allowed to make)</i>
None.

Limits of Financial Authority:
None.

Career Path Information

Required Qualifications / Expertise:
NRSWA Units 1-7,8,9 Lantra 12D M1+M2 Winter 680 H&S Winter 621 CPCS Excavator

Key Competencies required for this Career Level:	
Technical	Behavioural
Previous highways maintenance experience	Ability to use initiative
Winter Maintenance experience	
Good standard of English	

Critical Development Experiences - Development and experience to be obtained before moving to the next level:
<ul style="list-style-type: none"> • What are the key development experiences that a person should obtain at this point in their career that will prepare him or her for the next career step? • Are there specific stretch assignments that a person should seek at this point in his or her career? • Are there important roles that a person should obtain at this point in his or her career to prepare him or her for more formal leadership roles? • What has been found to be crucial to be ready for the next career step?

Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed.

Agreed copy			
Signature:		Name:	
		Date:	

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