



RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	50963,50964 & 50967
Post Title:	Highways Operative
Division/Team:	Street Scene Team
Grade:	D
Service:	Operations & Traded Services
Reports to:	Street Scene Team Leader
Issue Date:	May 2025

PURPOSE OF THE JOB

Under the direction of the Street Scene Team Leader, to work within a small team across a specialist area of work focussing on minor civil engineering and land drainage projects.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 The post holder will have key skills / experience in site-based works, including operational plant and machinery.
- 1.2 Be required to work from written and digital instructions and layout plans for various works, including keeping detailed notes of plant, machinery, vehicles, and hours worked on each project. Such projects can include: -
 - Excavation and laying of land drainage pipes.
 - Flood alleviation works.
 - Watercourse clearance and maintenance
 - Construction of footpaths
 - Surfacing repairs to car parks and footpaths
 - Hot-lay asphalt / bitumen surfacing
 - Installation of various pieces of street furniture
 - Installation of public art
 - Installation of bus shelters
- 1.3 Be required to exercise a reasonable amount of initiative and independence on site to resolve issues, thus ensuring successful completion of the actual task.
- 1.4 To support the Street Scene Team Leader, in ordering stocks and supplies of materials and consumables to ensure that the Work Services Unit can maintain its high delivery standards. The post holder will be expected to always work within the Council's procurements framework when purchasing materials and consumable items.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 To work with all colleagues in the Street Scene Team to develop new and improved methods of working to increase performance standards and efficiency using an “end to end” approach to improvements.
- 2.2 Ensure compliance of the service with Health & Safety legislation.
- 2.3 Any other reasonable duties as may be required by the Street Scene Team Leader, in line with your skills and knowledge.

3 SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

The post holder has no financial responsibility.

5. RESPONSIBILITIES FOR ASSETS AND DATA

None

6. EXTENT OF PUBLIC CONTACT

The postholder will have contact with the general public, contractors and Officers from the Street Scene Team.

7. WORKING CONDITIONS AND ENVIRONMENT

The post holder will be expected to work 37 hours per week minimum.
The post holder is required to hold a current full driving licence.
The post holder is required to hold a Class 1 HGV driving licence
Regular working in adverse weather conditions may be required.

8. CORPORATE RESPONSIBILITIES

All staff must act within the Council's rules and follow all reasonable management requirements. These are contained within the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity

Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager.

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Highways Operative

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
NRSA qualified as an operative	D	A, I, D
CITB trained (or equivalent) in use of excavation equipment and other site ancillary tools	D	A, I, D
Experience in hand laying and compaction of hot asphalt / bituminous macadam surfacing	D	A, I, D
Class 1 HGV driving licence	E	A, D
Full valid driving licence	E	A, D
Excellent organisational and communication skills	E	A, I, R
On-site safety awareness and a knowledge of all current legislation	E	A, I
Good Team Player	E	I, R
A commitment to work within our CAN DO values	E	A, I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D