



## **JOB DESCRIPTION**

### **HIGHWAY SERVICES DEPARTMENT**

**JOB TITLE:** Driver Labourer

**DIVISION:** Regeneration & Neighbourhoods

**GRADE:** Band 6

**RESPONSIBLE TO:** Highways Services Coordinator

**POST REFERENCE:** 105907

#### **Purpose of Post**

To undertake, usually as a member of a team, duties connected with the maintenance of highways, footpaths and associated work at various locations.

#### **Key Relationships**

Engage with the public, colleagues and management.

#### **Main Duties and Responsibilities**

1. Direct Service provision including:-
  - Emergency works
  - Responsive repairs
  - Programmed repairs/maintenance
  - Works to capital funded schemes
  - Any other associated work which may arise in the provision of the Highway Maintenance service.
2. To attend training and development courses as required and participation in schemes of assessment, professional development and review.



3. Ensuring that there is full compliance in:-

- Achieving target dates and deadlines
- Health and Safety requirements
- Applying all approved working systems and procedures
- Punctual attendance at work

4. Provision and maintenance of timesheets, job tickets and any other record documents appropriate to the task.

5. To ensure that all plant, communication equipment, tools and vehicles used are secure, maintained and treated with care.

6. To ensure that all working practices are carried out in a safe manner and report any incidents which may arise, using the appropriate procedure.

7. To ensure that stores issues are correctly administered and that items are returned and credited where appropriate.

8. To act in a courteous manner when dealing with our customers and other appropriate bodies, including keeping appointments when appropriate.

9. To ensure that all rubbish and spare materials are cleaned up and removed from the highway.

10. Any other duties of a related nature which might reasonably be allocated and required by the Highway Maintenance Team Leader.

### Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 2<sup>nd</sup> December 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

[www.hartlepool.gov.uk](http://www.hartlepool.gov.uk)

Hartlepool Borough Council is an equal opportunities employer.

