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| **RENFREWSHIRE COUNCIL**  **ENVIRONMENT & INFRASTRUCTURE**  **JOB OUTLINE** | | | |
| **SERVICE:** | Environment & Infrastructure | **SECTION:** | Operations & Infrastructure |
| **POST TITLE:** | Foreman - Roadworker | **POST ID:** |  |
| **GRADE:** | GR5 | **LOCATION:** | UNDERWOOD ROAD, PAISLEY |
| **REPORTING TO:** | Operations Chargehand (Roads) | | |

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| **PRINCIPAL ROLE:** |
| Under the direction of the Operations Chargehand (Roads) , the post holder will assist in the delivery of highway maintenance across Renfrewshire.  To work undertake skilled operations, generally as part of a team, in the maintenance of roads, footways and drains, and work with plant and equipment.  To participate in Winter Service provision, within and outside working hours as required ( Winter Stand By)  To participate in out of hours working throughout the year as required by the Service (Summer Stand By).  You will also be responsible for participating in activities specifically related to the day-to-day functioning of highway maintenance.  This post is temporary for up to 2 years. |

**Key tasks for which the postholder will be responsible:**

Main Duties:

Key tasks for which the postholder will be responsible

1. Supervise and collaboratively work within the day-to-day front-line service activity across Road Operations including driving, resurfacing, traffic management, gully maintenance and winter maintenance.
2. Assist the chargehand in the preparation and planning of road maintenance works.
3. Ensure that works are performed in a safe and responsible manner in compliance with relevant risk assessments and method statements.
4. Carry out specific risk assessments and record on the health and safety checklist.
5. Direct a squad in the day to day front line service activity
6. Operate plant and equipment, check and undertake routine maintenance of tools and equipment.
7. Complete physical and technical tasks commensurate with training and experience as directed.
8. Work as part of a team to accomplish a variety of roads maintenance activities.
9. Ensure that good housekeeping practices are applied to site environment, surroundings and storage areas, including site huts and vehicles.
10. Ensure security and safety of vehicles, plant and materials.
11. Carry out vehicles and plant servicing and daily cleaning/maintenance routines as defined by the Chargehand and Supervisor.
12. Ensure proper care, safe use and maintenance of all service vehicles, plant, infrastructure and equipment including completion of plant and driver records, ensuring vehicles operate and comply with the undertakings given in relation the Council’s o’ licence.
13. To ensure vehicles/plant are serviced adhering to the vehicle service schedule. Ensure vehicles are washed weekly both externally and internally.
14. Engage with members of the public in a courteous and respectful manner, dealing with and or reporting issues as required.
15. Oversee the effective use of technology including handheld devices where required.
16. Participate in Winter Maintenance and other emergency work as required.
17. Adhering to the Council’s commitment to health and safety, supporting attendance, equal opportunities and compliance with all relevant policies and any codes of practice relevant to the work carried out.

This description is indicative of the nature and level of responsibilities associated with this job.

It is not exhaustive and the job holder will be required to work flexibly across Environment and Infrastructure to undertake other duties and responsibilities commensurate with the grade.