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| 1. Service | Development and Infrastructure |
| 2. Service Area/Function | Roads and Environmental Services - Operations |
| 3. Job Title | Driver/Roadworker 2 |
| 4. Location | Orkney Mainland |
| 5. Reporting To | Roads and Environmental Services Operations Manager |
| 6. Grade | G4 |
| 7. Job Evaluation Reference | A4817 |
| 8. Competency Band | A |

9. Job Purpose

To undertake a range of Roads and Municipal related activities. This will include driving duties and non-driving duties.

10. Job Specific Duties and Responsibilities

- The erection and removal of signs and barriers.
- Any works in connection with the construction, maintenance or dismantling of roads and their associated drainage, lighting, signing and markings.
- The driving of vehicles up to 7.5 tonnes gross weight requiring a Class C1 licence, including tractors and other construction plant with simple attachments, and undertake the appropriate vehicle checks, routine maintenance and cleaning.
- Drive and be responsible for Large Goods Vehicles or other allocated vehicles which require the operator to hold a Class C Licence and undertake the appropriate vehicle checks, routine maintenance and cleaning.
- The operation of the normal range of tools and equipment including powered hand tools, construction plant and machinery.
- There is a duty to ensure the safety of yourself, other members of the workforce, visitors and the general public.
- Duties include completing timesheets, plant sheets and job cards and all other associated paperwork.
- Employees where appropriate will be required to wear any uniform or protective clothing.
- All duties will be carried out in the working conditions normally inherent in the particular job.
- There will be a requirement to work additional hours, from time to time, depending on the exigencies of the service.

11. General Duties and Responsibilities

Responsibility for Employees

No line management responsibility.

Financial Resources

No financial responsibility.

Information Systems

Basic IT skills to use Council iLearn module and industry specific training.

Working Environment

The postholder will predominately be involved in travelling between locations, working predominately outdoors and exposed to all weather conditions.

Communication

The postholder will be required, on occasion, to deal with members of the public, service users. Internal and external.

12. Corporate Responsibilities

As an employee of Orkney Islands Council the postholder is required to:-

Observe the Council's policies with regard to the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies in particular LGV Driver/Roadworker, manual handling and HAVS.

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

13. Criminal Records Checks - please select the relevant option(s)

- ☐ This post does not require a check on criminal conviction history
- ☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- ☒ This post requires a satisfactory Basic Police Act Disclosure check.
- ☐ This post requires a satisfactory Standard Police Act Disclosure check.
- ☐ This post requires a satisfactory Enhanced Police Act Disclosure check.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Children.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

| 14. Demands associated with the Role | | | |
|---|-------------------------------------|--|-----------------------------------|
| Task | Relevant (please tick) ✓ | Task | Relevant (please tick) |
| Driving (Car/Van) | ✓ | Exposure to Excessive noise | |
| Driving (HGV/PCV) | ✓ | Use of vibrating tools | ✓ |
| Driving (CPC) | ✓ | Contact with skin irritants | |
| Display screen use | | Contact with lung irritants | |
| Food handling | | Work involving strenuous effort | ✓ |
| Lone working | | Working at height | |
| Shift working | | Working in static and/or awkward positions | |
| Night working | | Working in confined spaces | |
| Working with people requiring physical assistance | | Sea going post | |
| Working with people with challenging behaviour | | Wearing breathing apparatus | |
| Working with vulnerable adults | | Working in close proximity to traffic | ✓ |
| Working with children | | Other (please specify) | |
| Administration of prescribed medication | | | |

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| 15. Politically Restricted Post | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989. | |

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| 16. Contractually Required Professional Registration | Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments. |
| <div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="checkbox"/> General Teaching Council for Scotland (GTCS)</div> <div><input type="checkbox"/> Scottish Social Services Council* (SSSC)</div> <div><input type="checkbox"/> The Law Society of Scotland</div> <div><input type="checkbox"/> The Chartered Institute of Personnel and Development (CIPD)</div> <div><input type="checkbox"/> Other, please specify below:</div> </div> | |
| <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> | |
| <small>* or other relevant professional accepted by the SSSC.</small> | |

17. Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- ☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- ☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- ☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- ☐ To work all contracted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- ☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- ☒ To participate in a standby duty rota, for which you can claim standby allowance.
- ☐ To work additional hours depending on the exigencies of the services.

18. Agreement of Job Description (digital electronic signatures only)

Manager: _____

Human Resources: _____

19. Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

| Service: Development and Infrastructure | | Area: Roads and Environmental Services - Operations | |
|--|--|--|--------------------------------|
| Post Title: Driver/Roadworker 2 | | | |
| Factor | Criteria | Essential or Desirable | How Assessed * |
| Knowledge and Experience | Driving of vehicles over 7.5 tonnes gross weight. | Essential | Application/interview |
| | Vehicle checks. | Essential | Application/interview |
| | Safe vehicle operation. | Essential | Application/interview |
| | Health and Safety. | Essential | Application/interview |
| | Working with the public and colleagues. | Essential | Application/interview |
| | Completion of paperwork. | Essential | Application/interview |
| | Lifting and handling. | Desirable | Application/interview |
| | General construction, building or roads maintenance. | Desirable | Application/interview |
| | Driving of tipper lorries, sweepers and other construction related plant. | Desirable | Application/interview |
| | Operation of normal range of tools and equipment including powered hand tools, construction plant and machinery. | Desirable | Application/interview |
| Qualifications/ Attainments | Full and current Class C Licence | Essential | Screening Question |
| | Driver (CPC) | Desirable | Application |
| | SVQ L2 in a construction or engineering relevant subject | Desirable | Application/Screening Question |
| | HAUC (Streetworks) Operatives qualification | Desirable | Application/Screening question |

Core Competencies – These are the target behaviours the post holder should display
(Competencies are Essential criteria and are assessed as part of the interview process)

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| Being Customer/client focused | <ul style="list-style-type: none"> ▪ Is respectful and courteous to customers/clients ▪ Understands and resolves customer/clients' needs ▪ Takes opportunities to improve customer/client services ▪ Is aware of service levels expected and strives to meet them ▪ Seeks and acts on feedback from customers/clients ▪ Supports others when dealing with customers/clients |
| Working effectively with others | <ul style="list-style-type: none"> ▪ Treats others in a fair and equal manner ▪ Considers and respects other peoples' ideas/opinions ▪ Co-operates with others in the workplace ▪ Adapts own views and ideas for the good of the team ▪ Goes out of their way to help others. |
| Managing Change | <ul style="list-style-type: none"> ▪ Is willing to try new or different ways of working ▪ Displays a flexible attitude to duties and responsibilities ▪ Reprioritises own work when deadlines are changed ▪ Helps others to adapt to change |
| Taking ownership and responsibility | <ul style="list-style-type: none"> ▪ Manages own time effectively and works productively ▪ Responds positively to feedback and takes appropriate action ▪ Ensures own knowledge and skills are sufficient for the job ▪ Considers how own behaviour affects others and changes accordingly ▪ Recognises and acts when something needs to be done |
| Communicating effectively | <ul style="list-style-type: none"> ▪ Listens carefully and asks questions if understanding is unclear ▪ Uses simple and clear language ▪ Seeks advice when necessary ▪ Provides clear and accurate information ▪ Uses appropriate body language and eye contact |
| Planning and decision making | <ul style="list-style-type: none"> ▪ Works in a planned and organised way ▪ Follows instructions and procedures ▪ Understands what decisions can be taken within own duties and makes them when required ▪ Takes account of available resources when planning own work activities. |
| Leadership | <ul style="list-style-type: none"> ▪ Recognises own leadership skills and abilities, and takes responsibility for using and developing these ▪ Seeks feedback from others to motivate and improve own leadership. ▪ Resilient and finds ways through challenging situations. ▪ Identifies and works towards a shared purpose or goals ▪ Values and respects the contributions of others. ▪ Shares information and promotes effective knowledge management |