

## Job description

Job title: Minor Works Chargehand  
Grade: Dorset Grade 5 + 3 LMIs\*  
Job evaluation reference: ES081  
Job family: Building and Construction

### Purpose and impact

1. To oversee routine maintenance and construction projects.
2. There is a duty to ensure the safe operation of plant and equipment at all times with particular responsibility for the safety of the workforce and public in relation to it.
3. It is pointed out that the detailed duties may vary from time to time without changing their general character and may be of a less skilled nature.

### Key responsibilities

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

4. Duties will include the need to work to precise levels and requirements in construction work in a number of tasks, for example drain-laying, trench timbering, manhole construction, shuttering, steel fixing, scaffolding, reinforcing concreting, kerb laying, walling, flag and block paving and sewers in tunnels.
5. The erection and removal of appropriate signs and barriers, the preparation, compaction and removal of soils, rocks, coated and other materials.
6. Work on highways furniture and equipment (erection fixing and/or dismantling).
7. Planting and general maintenance of highways environs.
8. Providing general support and assistance to skilled and specialist operatives.
9. General road worker labouring duties including:
  - Excavating and clearing.
  - Loading and unloading by hand.
  - Fetching and carrying.
  - Spreading and levelling.
  - Cleaning and sweeping.
  - Assisting in measurement or level setting.

10. Required to operate powered hand tools, minor plant and machinery.
11. The planning and removal of road signs and barriers for the safety of the public and other road workers.
12. To set out to engineers instructions (profiles and road markings).
13. To interpret and apply instructions.
14. To take delegated responsibility for the delivery of allocated work to specification.
15. Provide limited supervision to other Road Workers on routine maintenance works.
16. Drive vehicles and heavy plant requiring specialist driving skills and undertake required routine maintenance checks and cleaning.
17. To participate in the emergency call out rota (applies to all staff with a continuous service date in post of 1 January 2003 or beyond).
18. Any other duties commensurate to the grading of this post.

### **Supervision and management**

19. Reporting to: Contract Supervisor

### **Other factors**

20. Small items of hand tools up to the value of £500.
21. Responsible for the safe use of specialist vehicles.
22. Daily exposure to the elements.
23. Emergency (24 hr) call-out rota where exposure to disagreeable sights is common.
24. Unsociable hours eg winter maintenance cover for the highways.
25. Exposure to pesticides and chemicals.
26. Working on the highways including high speed roads.
27. A general standard of Secondary Education.
28. General maintenance experience.

### **Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.

**\*Where Labour Market Increments (LMIs) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).**

## Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

### Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1.
2.
3.
<b>Experience</b>
4.
5.
6.
<b>Skills, abilities &amp; knowledge</b>
7.
8.
9.
<b>Behaviours</b>
10. <a href="#">Respect</a>
11. <a href="#">Responsibility</a>
12. <a href="#">Recognition</a>
13. <a href="#">One Team: Collaboration</a>
<b>Other</b>
14.

### Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Qualifications/ training/registrations</b>
15.

16.
17.
<b>Experience</b>
18.
19.
20.
<b>Skills, abilities &amp; knowledge</b>
21.
22.
23.
<b>Behaviours</b>
24.
<b>Other</b>
25.

<b>Approval</b>			
Manager		Date	