

Title: Job Description: Traffic Management Operative	DOC Ref: LOCTMOP01	Issue: 1	APPROVED 30/10/2023	PRINT 28/10/2024
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1. Job Title: Traffic Management Operative

2. Department: Traffic

3. Reports To: Operations Manager

4. Purpose:

Responsible for setting up, managing, and removing temporary traffic control schemes whilst establishing a safe system of work.

5. Scope:

To conduct works as required by the contracts department and operations director and ensure the safe and correct usage of equipment and vehicles as well as defining and maintaining safe systems of work for employees, clients, and contractors. This includes:

- Deploy, monitor, control and remove traffic management on site.
- Maintain cones, barriers, and equipment.
- Report defects to Management
- Accurately record information onto the Daily Work Sheet ensuring that all variations, modifications, or adjustments to a traffic management scheme are fully recorded and authorised.
- Accurately complete Site Hazard Assessments and implement control measures to suit the site.
- Accurately and regularly complete site checks and monitor traffic behaviour and or flow to ensure safety is always maintained.
- Assist in the training of operatives and staff members to enhance their knowledge and understanding of traffic management activities and operations.
- Safe and correct use of vehicle tail lift
- General site maintenance and cleanliness
- Any other duties as required.

6. Key Deliverables:

- Perform all tasks associated with traffic management for works.
- Participate in professional development, including knowledge of Acts, Regulations, Codes of Practice and Standards.
- Accurately complete Daily Activity Sheet Sheets, ensuring that all variations, modifications, or adjustments to a traffic management scheme are fully recorded and authorised.
- Accurately complete Site Hazard Assessments and implement control measures to suit the site.
- Accurately and regularly complete site checks and monitor traffic behaviour and or flow to ensure safety is always maintained.
- Assist in the training of operatives and staff members to enhance their knowledge and understanding of traffic management activities and operations.

7. Principle Accountabilities:

- Accountable to the Operations Manager and to conduct works in a safe, diligent manner.
- Wear personal protective equipment.
- Inspect and as appropriate fuel equipment pre-works.
- Report any equipment defects.
- Report any personal injuries.
- Conduct operations in accordance with Method Statements.

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8. Principle Authorities:

Not applicable

9. Key Working Relationships:

The Job Holder will:

- Work closely with Loops Unit Operators, Supervisors and Managers.
- Build and maintain relationships with team members.

10. Key Skills/Experience Requirements:

The Job Holder will/may have:

- Experience in Traffic Management operations that meet NHSS12 A/B and/or D.
- General Civil Engineering.
- Driving Licence – Class C / C1 / C1E (HGV) or 3.5T + BE Tow.

11. Qualification Requirements:

- CSCS Card
- NHSS12 A/B (where applicable)
- NHSS 12D M1/M2 and M5
- NHSS 12 RLTMO
- 12D static works low speed dual carriageway (M3)
- IPV driver card (where applicable)
- IPV driver card (where applicable)

12. Personal Attributes:

- Self-motivated.
- Be consistent and robust.
- Responsive with a “can do” approach.
- Ability to work as part of a team.

13. Training Requirements:

- Following the necessary Induction and on-the-job training, it is expected that the Job Holder would have all the skills to perform the job.
- At the Induction the company’s specific policies, processes, procedures and methods will be presented.
- The job holder is expected to acquire new process skills and technical innovations and training / refresher training will be provided as appropriate as per the training plan.
- Specialist skills training may be obtained externally. This will be organised by the QHSE/Training Department.

14. Performance Assessment:

- Structured appraisals will be carried out annually to ensure that Key Deliverables are being achieved, at which point training/retraining requirements will be identified.
- The appraisal will be carried out by The Manager, in conjunction with the HR Manager.
- This appraisal will be carried out routinely on an annual basis, as the result of disciplinary action or where CAIA necessitates such action.
- Signification of acceptance of this appraisal will be made by the Job Holder and their line Manager.
- A date for the subsequent routine appraisal will be set.

15. PPE Requirements

The following Protective equipment is provided for your personal protection and must be worn in accordance with as detailed in the Employee Handbook and Traffic Signs Manual Chapter 8.

- High visibility clothing to BS EN 471:2003 shall be worn while working on site.
- Safety boots to EN ISO 20345:2011 to be worn while working on site.
- Hard Hat to BS EN 397 is NOT to be worn on set-up or removal of Traffic Management but WILL work at all other times.
- Gloves to BS EN 374, 388 for general duties to be worn for site operations.

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- Gloves which are suited to the task in hand must be worn for all tasks examples of which are detailed in deciding on the suitability of Gloves.
- (the table in section 5.1 is not exhaustive in terms of potential effects and hazards etc.)