

		<b>JOB DESCRIPTION</b>		<b>Form JD1</b>	
<b>JOB TITLE:</b> Metalwork Operative			<b>POST NUMBER:</b>		
<b>REPORTS TO (Job Title):</b>					
<b>DEPARTMENT:</b> Street Lighting			<b>GRADE:</b> 6		
<b>JE REF:</b>		4061		<b>PANEL DATE:</b> 11/09/2018	
<b>1. MAIN PURPOSE OF JOB</b>					
To provide best value on assisting the metalworker on delivering a professional quality of work, to respond quickly and reliably to the daily, weekly and contracted requirements of CYC engineers, in terms of assisting in the installing, altering and repairing of Iron work, Signs, Railings and Metal work Fabrications within the York area.					
<b>2. CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>					
		i. To report to the depot each morning to be allocated work, collect the necessary tools and materials and go to the required location to carry out a specific contracted job, or for ad hoc maintenance or safety – related work.			
		ii. To assist with the job plan or repair notification and to set up the site appropriately with barriers, cones, notices, tool security, and where necessary, temporary traffic lights. Assists the Metalworker/ganger when carrying out site-specific risk assessments.			
		iii. To carry out vehicle inspections daily in accordance with the fleet daily check / defect logbook, to document all defects and report to the CYC transport section.			
		iv. Driving the LGV (correct licence) flat bed vehicle to sites and operation of the hiab crane for lifting of signs/metalwork/any other required materials into place.			
		v. To cover for the metalworker whilst on leave or away and possibly oversee another operative on the daily tasks undertaken.			
		vi. Some cover for other elements of the team will be required i.e street lighting which will require some other skills/qualifications being undertaken.(i.e working at height)			

	<p>vii. To carry out the work detailed in the plan, including tasks such as:</p> <ul style="list-style-type: none"> <li>• Digging trenches</li> <li>• Lifting and later relaying flagstones</li> <li>• Assisting in the Fixing of shuttering if any required</li> <li>• Levelling surfaces and laying hardcore for small scale excavations, sand or other base materials</li> <li>• Laying tarmac, concrete, blocks or stone surfaces for small scale excavations</li> <li>• Installing unilluminated bollards, sign poles, pedestrian guardrails, other highways metalwork etc with hand digging tools and vibrating machinery</li> <li>• Assisting in the Installation of gulley pots and drains to specified levels and falls</li> <li>• Landscaping sites after workse.g. spreading top soil, setting grass seed or laying turf</li> <li>• Operating a CAT scanner and GENNY to detect and identify underground pipes and services.</li> <li>• Some street lighting/signing activities to cover absences/holidays of other team members</li> </ul>
	<p>viii. To operate power tools such as sthil saws, pneumatic breakers, compactor plates, jackhammers etc in a safe manner (under the direction of the metalworker/ganger).</p>
	<p>ix. To respond to urgent requests to assist the police or fire brigade following road traffic incidents where oil, diesel, glass, petrol ect require clearing from the road surfaces or damage to signage or highways metalwork requires repairing or making safe.</p>
	<p>x. To sort and transport waste material allowing recycling or disposal to be carried out.</p>
	<p>xi. To carry out seasonal tasks such as flood work and filling or placing of sand bags if required. Assist when required with any works required to remove river debris following flooding.</p>
	<p>xii. To assist metalworker/ganger with traffic management.</p>
	<p>xiii. Movement, safe loading and unloading of vehicles.</p>
	<p>xiv. At times be able to communicate and direct sub-contract labour throughout the works, when the Metalworker/ Ganger is away from site.</p>
	<p>xv. To complete paperwork to include time sheets, hand arm vibration sheets, vehicle defect sheets,emergency call out sheets (inc any 3ed party details if available)and any other paperwork required for the daily tasks. etc.</p>
<b>3.</b>	<p><b>SUPERVISION / MANAGEMENT OF PEOPLE</b></p> <p>No. Reporting - Direct:                      Indirect: None No staff</p>
<b>4.</b>	<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>The work is generally accompanied by a detailed specification that must be adhered to. The post holder must be able to read drawings and utility stats; however the post holder is able to have an input into the practical aspects of how the work is carried out.</p>

5.	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>• <b>Internal</b> Contact is mainly with colleagues within the department, from street lighting/highways or external contractors.</li> <li>• <b>External</b> Post holders come into regular contact with client's representatives and road engineers. Post holders have a significant amount of contact with members of the public on the streets and roads in York. They have to frequently deal with enquiries about their work, complaints about disruption, the quality and quantity of maintenance and general criticism about the council. Post holders have to maintain patience and remain polite despite provocation.</li> </ul>
6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p>The basic outline of the job is assist the metalworker with the installation of highways metalwork assets but post holders are given freedom to organise how they do the job within safety limits. They make decisions based on their experience, about how materials are best handled (e.g. concrete, welding materials/oxygen tanks). The post holder's decisions affect the efficiency of the department and the quality of the finished work. Working under own initiative and some LONE working on certain tasks may be required when metalworker on leave or away from site.</p> <p><b>Consequences</b> Correct decisions minimise disruption to members of the public and result in work being carried out to a high standard..</p>
7.	<p><b>RESOURCES – financial &amp; equipment</b> <i>(Not budget, and not including desktop equipment.)</i></p> <p>Post holders are responsible (on occasion) for keeping valuable equipment and materials safe from theft. On a typical job equipment to the value of £25k.</p> <p>Personal equipment includes helmets, gloves, high visibility and flame retardant ppe and protective footwear etc up to a value of £500.</p>
8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b> The work is subject to interruption, change and delay caused by factors such as large numbers of pedestrians (especially in the tourist areas) and traffic congestion. The work can be subject to time constraints and pre determined dead lines when working on road closures.</p> <p><b>Physical demands</b> The work is very demanding; therefore post holders must be physically fit. There is a lot of lifting, bending and standing involved and heavy tools and equipment to handle. Large quantities of heavy materials such as sign posts, bollards, pedestrian guardrails, concrete and tarmac are regularly handled by post holders that call for stamina and strength.</p>

	<p><b>Working conditions</b> The work is carried out in all weather conditions with post holders being frequently exposed to hazardous materials and chemicals, noise, dust (carcinogenic), dirt and extremes of weather (hot / cold, wind, rain, snow).</p> <p><b>Work context</b> The work involves using/handling(welding equipment) dangerous machinery and some hazardous materials (hot tarmac, acidic concrete, adhesives which gives off fumes, welding cutting fluids etc). There is frequent danger from traffic (ignoring speed limits and traffic management) the post holder may also come into contact with aggressive motorists and members of the public.</p>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b> The post holder must be competent in all aspects of the post. The post holder will hold a current New Road And Street Works NRSWA Qualification. Staff must be competent and demonstrate good standards of knowledge in the following areas:</p> <ul style="list-style-type: none"> <li>• The competent use of manual handling equipment</li> <li>• Traffic management</li> <li>• CAT and GENNY for location of underground services</li> <li>• Record details of hand arm vibration usages</li> <li>• All aspects of site Health and Safety</li> <li>• Vehicle defect reporting procedures</li> </ul> <p>The post holder must have knowledge of:</p> <ul style="list-style-type: none"> <li>• Specification for laying out and levelling of highways metalwork structures inc sign posts, concrete, tarmac, paving stones.</li> <li>• How to assess the quality of finished work</li> <li>• How to set up control systems, including the correct procedure and positioning of signs and cones</li> <li>• How to set levels and align levels vertically and horizontally</li> <li>• The safe use of materials such as concrete, tarmac and fixing chemicals</li> <li>• CYC guidance on Sharps awareness</li> <li>• Working in accordance with the corporate Safe Systems of Work</li> <li>• COSHH regulations</li> </ul> <p>The post holders will hold qualifications in:</p> <ul style="list-style-type: none"> <li>• IOSH health and safety</li> <li>• NRSWA</li> <li>• Tool training certificate in the use of petrol breakers, compactor plates and stone cutting saws, etc.</li> <li>• Construction site safety awareness</li> <li>• Manual handling</li> <li>• Abrasive/Diamond wheel training</li> <li>• LGV driving licence</li> <li>• Hiab/crane use certificate (preferable)</li> </ul>

**Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level C1 -**  
Effective operational proficiency or advanced - Can express him/herself fluently and spontaneously, almost effortlessly. Only a conceptually difficult subject can hinder a natural, smooth flow of language

**10. Position of Job in Organisation Structure**

