

		<b>JOB DESCRIPTION</b>		<b>Form JD1</b>	
<b>JOB TITLE:</b> Street Lighting Electrical Operative			<b>POST NUMBER:</b>		
<b>REPORTS TO (Job Title):</b>			Street Lighting Manager		
<b>DEPARTMENT:</b> Street Lighting			<b>GRADE:</b> 6		
<b>JE REF:</b>		4060	<b>PANEL DATE:</b>		11/09/2018
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b> To respond quickly and reliably to the daily, weekly and contracted requirements of COYC Street lighting team in terms of maintenance, repairs and new installations, altering and repairing street lighting and highway infrastructure on the highways in York				
<b>2.</b>	<b>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 street lighting related works, for ad hoc maintenance or safety – related work.			
	ii.	To assist with the daily/weekly job plan and to arrange works schedules for the day/week (some lone working will be necessary from time to time). Assists the Electrician on occasions undertaking minor electrical repairs/maintenance on street lighting (training in place) and when carrying out site-specific risk assessments.			
	iii.	To carry out vehicle/crane/MEWP inspections daily in accordance with the fleet daily check / defect logbook, to document all defects and report to the CYC transport section or street lighting manager.			
	iv.	To carry out the work detailed in the plan, including tasks such as: <ul style="list-style-type: none"> <li>• Column excavations/trenching (hand dig) including concreting/reinstatements.</li> <li>• Installing street lighting columns with use of HIAB/crane arm(training dependant)</li> <li>• Driving requirements of minimum C1 licence for 7.5 tonne vehicles preferable LGV</li> <li>• Minor electrical repairs/maintenance on street lights</li> <li>• Basic wiring of Lights on new installations for connection by Electricity board</li> <li>• Working at height activities including installs/repairs of lights/removals/bracket arm installs and other highway electrical equipment installs</li> <li>• Sign post and fascia installs/removals</li> <li>• Occasional lone working at height under own initiative on street lighting activities (once MEWP training in place as required)</li> </ul>			

	<ul style="list-style-type: none"> <li>• Other highway electrical activities such as sign light installs/removals (once G39 safe isolation of supply training in place as required)</li> <li>• Possibility of other highway metalwork installation work i.e. pedestrian guard rails working with COYC metalworker</li> <li>• Operating a CAT scanner and GENNY to detect and identify underground pipes and services during excavations</li> </ul>
v.	To operate power tools such as sthिल saws, pneumatic breakers, compactor plates, reciprocating saws, drills, jackhammers etc in a safe manner
vi.	To respond to urgent requests to assist the police or fire brigade following road traffic incidents where street lighting infrastructure is damaged, requires making safe/isolated and clearing from the road surfaces or damage to signage or surfaces that require repairing or making safe.
vii.	To sort and transport waste material (inc electrical waste) allowing recycling or disposal to be carried out correctly.
viii.	To carry out street lighting emergency call outs (when trained and competent), including making safe of any damaged infrastructure and clearing from the highway which may involve out of hours cover.
ix.	To assist any sub-contractors working on lighting schemes/works.
x.	Movement, safe loading and unloading of vehicles.
xi.	At times be able to communicate and direct sub-contractors working for COYC during schemes.
xii.	To accurately complete paperwork to include time sheets, hand arm vibration sheets, vehicle defect sheets, Plant defect sheets etc. For compliance purposes
<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. At times will have to work under their own initiative on LONE working activities/emergency standby for street lighting.</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 set out 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 they organise their daily routines within compliance and how street lighting materials are best handled in depot or on site/highway (e.g. quality reasons and safety). The post holder's decisions affect the efficiency of the department and the quality of the finished work.</p> <p><b>Consequences</b></p> <p>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 <u>not</u> 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>Post holders are responsible for ensuring that the van remains secure from theft while on site. Vehicle up to a value of £30,000</p> <p>Personal equipment includes helmets, gloves, high visibility 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></p> <p>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.</p> <p>The work can be subject to time constraints and pre determined dead lines when working on schemes/closures.</p> <p><b>Physical demands</b></p> <p>The work is very demanding; therefore post holders must be physically fit and be confident when working at height or on the highway. There is a lot of lifting, bending and standing involved and heavy tools and equipment to handle. Large quantities of street lighting materials such as lanterns, Columns of all heights, concrete and tarmac, sign posts and pedestrian guard rails 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 dangerous machinery and some hazardous materials (temporary tarmac, acidic concrete, adhesives which gives off fumes 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.</p> <p>Driving requirements of minimum C1 licence for 7.5 tonne vehicles preferable LGV</p> <p>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> <li>• Working at height activities preferable</li> <li>• Street lighting operations preferable</li> </ul> <p>The post holder must have knowledge of:</p> <ul style="list-style-type: none"> <li>• Specification for the installation of street lighting and highways infrastructure, concrete, tarmac, block paving, 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> <li>• Working at height preferable</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> </ul>

- Tool training certificate in the use of petrol breakers, compactor plates and stone cutting saws, etc.
- Safe isolation of highway electrical DNO services G39 preferable
- Construction site safety awareness
- Manual handling
- Abrasive/Diamond wheel training
- IPAF 1a & PAV (push around vertical) preferable

**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**

