**Role Profile**

**Grade Profile - Grade 5 – Support Roles**

Applies to all posts at Grade 5

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| --- |
| Purpose  To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service. |
| **Scope of Work** |
| Role holders will undertake a range of standardised procedures some of which maybe relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations. |
| **Accountabilities/Responsibilities** |
| The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.   * Working Independently to resolve problems; or * Planning and organising tasks; or * Interpreting information, solving task-related problems or implementing regulations; or * Producing work of the required standard; or * Providing advice and guidance on established internal policies and procedures. |
| **Skills, knowledge and experience** |
| * Previous relevant experience or the ability to demonstrate the competence to carry out of the job. * Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. * Enhanced skills appropriate to the job discipline.   In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate. |
| **Performance Indicators** |
| * Completion of work to required standards and deadlines. |

**Lancashire County Council**

**Operational Context Form**

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| **Post title:** CRAFT / SKILLED HIGHWAYS OPERATIVE | | | | | | | | | | |
| **Directorate:** LCCG | | | | | | **Location:** | Highways | | | |
| **Establishment or team:** | | | Highways | | | | **Post number:** | | |  |
| **Grade:** | Grade 5 | | | **Staff**  **responsibility:** | Yes | | **Essential Car user:** | | | No |
| **Scope of Work – appropriate for this post**  With guidance and /or instruction be responsible for undertaking a skilled activity and/or be responsible for working independently with limited or no supervision. This could typically include providing assistance to Technicians and Managers in undertaking drainage investigations and resolving drainage issues.  The purpose of this job is to be part of a team assisting with the maintenance of gullies and highway drainage infrastructure within the guidelines of a safe working environment | | | | | | | | | | |
|  | | | | | | | | | | |
| **Accountabilities/Responsibilities - appropriate for this post** | | | | | | | | | | |
| The postholder will be responsible for carrying out a range of duties which will include but is not limited to the following;   1. Reactive gully cleaning following reports of problems from members of the public, identified by LCC staff or identified through cyclic gully cleaning operations, including gully dig outs 2. Jetting of gullies and highway drainage systems to resolve problems following reports from members of the public, identified by LCC staff or identified through cyclic gully cleaning operations. 3. Undertaking root cutting of highway drainage infrastructure. 4. Undertaking drainage investigation works including minor surveys of drainage systems, including drain tracing, minor CCTV surveys to determine drainage layouts and recording the findings on plans for registering as asset data 5. The use of mobile gully devices to receive and record work undertaken 6. Logging new gully and highway drainage asset data 7. General assistance to meet out of hours emergencies resulting from adverse weather conditions e.g. snow, wind, flooding etc by carrying out snow clearing, gritting operations, gully clearing etc. 8. Driving vehicles including LGV. 9. Completion of appropriate documentation eg. Job attendance records, time sheets etc. 10. Planning & organising on work activities and reading / working from plans 11. Supervision of a team of highways operatives when required 12. To undertake any other duties and responsibilities as requested. | | | | | | | | | | |
| **Additional Supporting Information – specific to this post** | | | | | | | | | | |
| This post is physically demanding and exposed to seasonal temperature variances | | | | | | | | | | |
| **Prepared by:** | | Ridwan Musa | | | | | | **Date:** | 12th December 2019 | |

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers’ needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council

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| **Person specification** | | | | |
| **Post title:** CRAFT / SKILLED HIGHWAYS OPERATIVE – Lead Gully Operative | | | **Grade:** Grade 5 | |
| **Directorate:** LCCG | | | **Post number:** | |
| **Establishment or team:** Highways | | | | |
| **Requirements** | | **Essential (E)**  **or**  **Desirable (D)** | | **To be identified by: application form (AF),**  **interview (I),**  **test (T), or**  **other (give details)** |
| **Qualifications** | |  | |  |
| Full Driving Licence, including LGV Class 2 or a commitment to obtain an LGV and complete an NVQ in Winter Maintenance within 12 months of appointment | | E | | AF |
| **Experience** | |  | |  |
| Operation of Plant | | E | | AF, I |
| Experience of working with High Pressure Jetters and Gully Tankers | | E | |  |
| Supervision of a team of operatives | | E | | AF, I |
| Experience of working from existing drainage plans | | E | | AF, I |
| Experience of carrying out camera surveys for drainage work and produce plans of findings | | E | | AF, I |
| **Knowledge and skills** | |  | |  |
| Appreciation of health & safety legislation | | E | | AF, I |
| Appreciation of traffic management layouts | | E | | AF, I |
| Ability to communicate at all levels | | E | | AF, I |
| Ability to plan/organise work and read/work from engineers plans | | E | | AF, I |
| Ability to liaise with Utility companies | | D | | AF, I |
| Ability to control the computerised Jetting system - Masternaught and completion of daily records | | E | | AF, I |
| **Other (including special requirements)**   1. Commitment to equality and diversity 2. Commitment to health and safety 3. Commitment to attendance at work | | E  E  E | | I  I  I |
| **Date:** 10/2/11 |  |  | |  |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | | |

**LANCASHIRE COUNTY COUNCIL**

**PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)**

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

**CONFIDENTIAL**

|  |  |
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| Team/Establishment | LCCG Highways |
| Post title | CRAFT / SKILLED HIGHWAYS OPERATIVE |
| Description of main activities the employee will be required to undertake:   Profile as above | |
| Form completed by: (print name) Derek Heap | |

**A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

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|  |  | **YES** | **NO** |
| 1 | Work at heights *(e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).* | **X** |  |
| 2 | Work in excessively noisy environments above statutory control limits (*Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).* | **X** |  |
| 3 | Work in unusual environmental conditions (*e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).* |  | **X** |
| 4 | Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (*e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).* | **X** |  |
| 5 | Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties. | **X** |  |
| 6 | Some contact with hazardous substances (*e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).* | **X** |  |
| 7 | Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. | **X** |  |
| 8 | Work with lead or lead-based products (*e.g. some paints).* |  | **X** |
| 9 | Food handling/preparation (of raw or uncooked food only). |  | **X** |
| 10 | Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work). | **X** |  |

**B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

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|  |  | **YES** | | **NO** |
| 11 | Face to face contact with the public/service users *(e.g. at sensitive front line posts re abuse, aggression, assault).* | **X** |  | |
| 12 | Working in isolation/lone working. | **X** |  | |
| 13 | Work with electrical wiring *(e.g. colour blindness).* |  | **X** | |
| 14 | Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (*e.g.* *site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).* | **X** |  | |
| 15 | Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock *(e.g. risk of weils disease, other animal borne diseases, zoonoses).* | **X** |  | |
| 16 | Manualhandling *(other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).* | **X** |  | |
| 17 | Working with vulnerable service users *(e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).* |  | **X** | |
| 18 | Work involving repetitive movements or forced posture *(e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).* | **X** |  | |
| 19 | Work as a regular display screen user *(where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).* |  | **X** | |

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

|  |  |  |  |
| --- | --- | --- | --- |
| **Head of Service/Headteacher/Line Manager *(please print)*** | | Derek Heap | |
| **Telephone Number:** | 01254822122 | **Date:** | 01.12.2013 |

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| V1.1 |
| 02/08/2010 |