

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> HIGHWAYS OPERATIVE SUPERVISOR					
<b>Directorate:</b> Community Services			<b>Location:</b>	East	
<b>Establishment or team:</b>		Highways		<b>Post number:</b>	
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>	Yes	<b>Essential Car user:</b>	No
<p><b>Scope of Work – appropriate for this post</b></p> <p>With minimum guidance or instruction and working on own initiative typically be responsible for leading a large group or a number of small groups of 3,5 and 5 operatives and /or subcontractors in the management of schemes or service areas and/or undertaking a specialised skilled activity etc.</p> <p>The purpose of this job is to lead a team assisting with the provision of maintenance and construction of roads and sewers within the guidelines of a safe working environment</p>					
<p><b>Accountabilities/Responsibilities - appropriate for this post</b></p> <p>Post holders will have to utilise a wide range of skills which include but is not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Working to deadlines with minimum supervision.</li> <li>2. Agreeing and setting daily targets with line manager</li> <li>3. Ability to work on own initiative.</li> <li>4. Ability to organise multiple sites.</li> <li>5. Leading and organising of 4 and 5 graded operatives.</li> <li>6. Site preparation &amp; assessment (setting out, marking out, measurements)</li> <li>7. Ability to read and understand service drawings and site plans.</li> <li>8. Daily site visits.</li> <li>9. Health and safety responsibilities (IMS procedures, near miss, site monitoring, plant checks).</li> <li>10. Ability to use IT equipment and software will also be required.</li> <li>11. Liaison with other public bodies and organising a depot.</li> <li>12. Working alongside and overseeing sub contractors operations</li> <li>13. Ordering of plant and materials where applicable.</li> <li>14. Participate in and supervising out of hours emergencies resulting from adverse weather conditions e.g. snow, wind etc by carrying out snow clearing and gritting operations etc</li> <li>15. To carry out any other duties and responsibilities as requested.</li> </ol>					
<p><b>Additional Supporting Information – specific to this post</b></p> <p>This post is physically demanding and exposed to seasonal temperature variances</p>					
<b>Prepared by:</b>		Phil Durnell		<b>Date:</b>	1 <sup>st</sup> February 2011

**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

Person specification		
<b>Post title:</b> HIGHWAYS OPERATIVE SUPERVISOR		<b>Grade:</b> Grade 6
<b>Directorate:</b> Community Services		<b>Post number:</b>
<b>Establishment or team:</b> Highways		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
Full Driving Licence, including LGV Class	E	AF
NVQ in Winter Maintenance	E	
CSCS Card	E	AF
Traffic Management Card T1,T2 or equivalent	E	AF
NVQ Level 2 Highway Maintenance or equivalent	E	AF
<b>Experience</b>		
Operation of Plant	E	AF, I
General Highways Maintenance	E	AF, I
Supervision of a team of operatives	E	AF, I
<b>Knowledge and skills</b>		
Extensive knowledge of highways maintenance or other specialist field (Surfacing, Structures, Grounds, Street Lighting)	E	AF, I
Knowledge of traffic management layouts	E	AF, I
Knowledge of Health and Safety Legislation	E	AF, I
Ability to lead multiple site activities	E	AF, I
Ability to communicate at all levels	E	AF, I
Ability to work to tight deadlines	E	AF, I
Ability to interpret site drawings and set out accordingly	E	AF, I
Ability to calculate quantities for material ordering	E	AF, I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I
4. Commitment to undergo a driving licence upgrade to meet the needs of service provision such as winter gritting, towing trailers, etc, within 12 months of appointment	E	AF, I
<b>Date:</b> 10/2/11		
<b>Note:</b> 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**

Team/Establishment	LCC Highways
Post title	Highways Operative Supervisor
Description of main activities the employee will be required to undertake: Profile as above	
Form completed by: (print name) Phil Durnell	

### **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.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	X	
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).	X	
3	Work in unusual environmental conditions ( <i>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</i> ).		X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).	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 ( <i>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</i> ).	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 ( <i>e.g. some paints</i> ).		X
9	Food handling/preparation (of raw or uncooked food only).		X
10	Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).	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.**

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

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

<b>Head of Service/Headteacher/Line Manager (please print)</b>		P Durnell	
<b>Telephone Number:</b>	01772 339711	<b>Date:</b>	10.02.2011

V1.1

02/08/2010