

# Lancashire County Council

## Role Profile

### Grade Profile - Grade 4 – Support Roles

Applies to **all** posts at Grade 4

<b>Purpose</b> To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
<b>Scope of Work</b> Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.
<b>Accountabilities/Responsibilities</b> The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role. <ul style="list-style-type: none"><li>▪ Plan and organise straightforward tasks; or</li><li>▪ Exchange varied information with members of the public; or</li><li>▪ Carefully use very expensive equipment; or</li><li>▪ Handle and process considerable amounts of information; or</li><li>▪ Instruct, and check the work of, others; or</li><li>▪ Provide general information, advice and guidance on established internal procedures.</li></ul>
<b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Previous relevant experience or the ability to demonstrate the competence to carry out of the job.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.</li></ul> <p>In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Indicators</b> <ul style="list-style-type: none"><li>▪ Completion of tasks to required standards and deadlines.</li></ul>

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> Lighting Operative					
<b>Directorate:</b> LCC			<b>Location:</b>	Lighting and Electrical	
<b>Establishment or team:</b>		Lighting and Electrical		<b>Post number:</b>	
<b>Grade:</b>	Grade 4	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<p><b>Scope of Work – appropriate for this post</b></p> <p>Under limited supervision or instruction undertake routine and semi- skilled tasks. These could typically include maintenance and construction of roads, footways, drains and associated street scene works, contact person in a team of two operatives, operation of powered plant, driving and operating vehicles (road and non road based) including those requiring a LGV licence, completion of paperwork, participation in winter maintenance and emergency service rotas, sign production, maintaining street lighting and lit signs etc</p> <p>The purpose of this job is to assist in the provision and maintenance of Street Lighting within the guidelines of a safe working environment.</p>					
<p><b>Accountabilities/Responsibilities - appropriate for this post</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate safe, effective and efficient working practices</li> <li>2. Participation in the Street Lighting repair crew</li> <li>3. Participation in the Street Lighting routine maintenance crew</li> <li>4. Complete documentation correctly, e.g. maintain logbooks, timesheets, etc</li> <li>5. Excavation and back-filling of trenches</li> <li>6. Standby duties out of hours participation</li> <li>7. To undergo training programmes as deemed necessary</li> <li>8. Other duties which are deemed appropriate to the post</li> <li>9. Excavation and installation of street lighting columns.</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>	Kevin Reedy			<b>Date:</b>	11 <sup>th</sup> May 2022

**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 cooperate 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.

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<b>Person specification</b>		
<b>Post title:</b> Lighting Attendant	<b>Grade:</b> Grade 4	
<b>Directorate:</b> LCC	<b>Post number:</b>	
<b>Establishment or team:</b> Street Lighting Cuerden depot		
<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
LGV Driving Licence	D	AF
		AF
<b>Experience</b>		
Previous Street Lighting Experience	D	AF, I
<b>Knowledge and skills</b>		
Appreciation of health & safety legislation	E	AF, I
Ability to participate in out of hours standby	E	AF, I
Ability to communicate at all levels	D	AF, I
Take an active role within a team installing lighting columns, traffic signs, bollards and other maintenance activities	D	AF, I
Ability to undertake excavation work prior to column/signpost erection	D	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> 10/3/20		
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## 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 Lighting and Electrical
Post title	Lighting Operative
Description of main activities the employee will be required to undertake: Profile as above	
Form completed by: (print name) Kevin Reedy	

#### **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> ).	<b>X</b>	
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> ).	<b>X</b>	
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> ).		<b>X</b>
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> ).	<b>X</b>	
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.	<b>X</b>	
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> ).	<b>X</b>	
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<b>X</b>	
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).		<b>X</b>
9	Food handling/preparation (of raw or uncooked food only).		<b>X</b>
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> ).	<b>X</b>	

**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 (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	Manual handling (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 $\frac{1}{3}$ 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:

<b>Head of Service/Headteacher/Line Manager (please print)</b>		K Reedy	
<b>Telephone Number:</b>	01772531197	<b>Date:</b>	11/03/20

V1.1

11/03/20