**Lancashire County Council**

**Operational Context Form**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post title:** ELECTRICIAN | | | | | | | | | | |
| **Directorate:** LCC Community Services | | | | | | **Location:** | Lighting and Electrical | | | |
| **Establishment or team:** | | | Street Lighting | | | | **Post number:** | | |  |
| **Grade:** | Grade 6 | | | **Staff**  **responsibility:** | Yes | | **Essential Car user:** | | | No |
| **Scope of Work – appropriate for this post**  With minimum guidance or instruction and working on own initiative typically be responsible for leading a large group or a number or small groups of grade 3,4 and 5 operatives and /or subcontractors in the management of schemes or service areas and/or undertaking a specialised skilled activity etc.  The purpose of this job is to assist in the provision of street lighting works etc and to ensure that work is carried out in the most efficient and economic way whilst taking into account the safety of the public and LCC employees. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Accountabilities/Responsibilities - appropriate for this post** | | | | | | | | | | |
| **Post holders will have to utilise a wide range of skills which may include but is not limited to the following:**   1. Working to deadlines with minimum supervision. 2. Ability to work on own initiative. 3. Ability to organise multiple sites. 4. Leading and organising of 3, 4 and 5 graded operatives. 5. Site preparation &assessment (setting out, marking out, measurements) 6. Ability to read and understand service drawings and site plans. 7. Daily site visits. 8. Health and safety responsibilities (IMS procedures, near miss, site monitoring, plant checks). 9. Liaison with other public bodies and organising a depot. 10. Working alongside and overseeing sub-contractors operations 11. Ordering of plant and materials where applicable 12. Driving licence incl. LGV 13. 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. 14. **Demonstrate safe, effective and efficient working practices** 15. Install electrical wiring systems in a variety of areas but predominately in street lighting systems 16. Excavate as necessary to undertake assigned works 17. Complete documentation correctly e.g maintain logbooks, test sheets, etc 18. Working at heights and in trenches as required 19. To undergo training programmes as deemed necessary 20. To assist in the training of others i.e. apprentices 21. Ability to read and understand service drawings and site plans 22. Health and Safety responsibilities (IMS procedures, near miss, sitemonitoring, plant checks) 23. To attend out of hours emergencies as part of a home standby rota team 24. To undertake all work to the required standards of quality and safety 25. Working alone or as part of a two man team attending to fault repair or routine maintenance visits to street lighting columns and roadside sign or bollard units 26. Electrical testing and fault finding 27. Installation of new street equipment 28. To represent or deputise for the electrical supervisor as directed 29. To carry out cable terminations with street lighting units, locate and repair faults on private underground cable networks and underground cable joining work 30. To carry out 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:** | | Ron Parker | | | | | | **Date:** | 04/07/2017 | |

**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** | | | | |
| **Post title:** ELECTRICIAN | | | **Grade:** Grade 6 | |
| **Directorate:** LCC Community Services | | | **Post number:** | |
| **Establishment or team:** Street Lighting | | | | |
| **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 |
| City and Guilds 236 Parts 1 and 2 or equivalent | | E | | AF |
| Inspection and Testing BS2391 | | D | | AF |
| BS7671 IEE Wiring Regulations 18th Edition | | D | | AF |
| **Experience** | |  | |  |
| Previous electrical experience | | E | | AF, I |
| Previous Street Lighting experience | | D | | AF, I |
| Previous experience in mobile elevating platform | | D | | AF, I |
| Cable Joining experience (Cables up to 120mm 4 core) | | D | | AF, I |
| **Knowledge and skills** | |  | |  |
| Ability to undertake excavation prior to column/sign post erection | | D | | AF, I |
| Able to participate in out of hours standby rota | | E | | AF, I |
| Able to take an active role in working as part of a two man team installing lighting columns, traffic signs and bollards within the County of Lancashire | | D | | AF, I |
| Ability to work alone unsupervised in fault location i.e repairs | | D | | AF, I |
| Ability to fault find on Local Authority cables using cable fault location equipment | | D | | 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:** 6/7/11 |  |  | |  |
| **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**

|  |  |
| --- | --- |
| Team/Establishment | LCCG Highways |
| Post title | Electrician |
| Description of main activities the employee will be required to undertake:   Profile as above | |
| Form completed by: Ron Parker | |

**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 *(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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **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)*** | | M Dunwell | |
| **Telephone Number:** | 01772 539477 | **Date:** | 04/07/2017 |

|  |
| --- |
|  |
|  |