

Lancashire County Council

Role Profile

Grade Profile - Grade 4 – Support Roles

Applies to **all** posts at Grade 4

Purpose

To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
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Scope of Work

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.
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Accountabilities/Responsibilities
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The following are a range of duties that are appropriate to this grade. The Operational Context Form will specify duties appropriate for the role.
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| <ul style="list-style-type: none">▪ Plan and organise straightforward tasks; or▪ Exchange varied information with members of the public; or▪ Carefully use very expensive equipment; or▪ Handle and process considerable amounts of information; or▪ Instruct, and check the work of, others; or▪ Provide general information, advice and guidance on established internal procedures. |
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Skills, knowledge and experience

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| <ul style="list-style-type: none">▪ 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. |
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In addition to the skills, knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

Performance Indicators

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| <ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines. |
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Lancashire County Council

Operational Context Form

Post title: HIGHWAYS OPERATIVE					
Directorate: LCC Community Services			Location: Highways		
Establishment or team:		Highways		Post number:	
Grade:	Grade 4	Staff responsibility:	No	Essential Car user:	No
<p>Scope of Work – appropriate for this post</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 be part of a team assisting with the provision of maintenance and construction of roads and sewers within the guidelines of a safe working environment.</p>					
<p>Accountabilities/Responsibilities - appropriate for this post</p> <p>The postholder is responsible for assisting with the maintenance and construction of roads and sewers within the guidelines of a safe working environment by placing and removing appropriate road signs and barriers and completing appropriate job attendance records. They 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"> 1. Mixing, application, laying, levelling, spreading, compaction, protection of rocks, soils, and or granular, brickwork, bituminous, cement or water bound materials and undertaking kerbing operations. 2. Erection, fixing, dismantling of road studs, posts, signs, barriers, fencing, walling, guard rails, traffic counters, and highway ironwork and undertaking drainage operations including trench supports. 3. Operation of powered light plant such as concrete mixers, portable pumps, portable traffic lights, air compressors and tools, road breakers, poker vibrators, pedestrian-operated rollers, all ancillary equipment and tools and operation of powered hand tools. 4. Ability and commitment to take part in the out of hours and Winter Maintenance Rotas. 5. Completion of appropriate documentation, e.g. Job Attention records. 6. Planning & organising on site activities and reading / working from plans. 7. To carry out any other duties and responsibilities as requested. Drainage works are to be the primary work activity. 					
<p>Additional Supporting Information – specific to this post</p> <p>This post is physically demanding and exposed to seasonal temperature variances</p>					
Prepared by:	Phil Durnell			Date:	1 st 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 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.

Lancashire County Council

Person specification		
Post title: HIGHWAYS OPERATIVE	Grade: Grade 4	
Directorate: LCC Community Services	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
CSCS Card	D	AF
NVQ Level 2 Highway Maintenance or equivalent	D	AF
Experience		
Operation of Plant	D	AF, I
General Highways Maintenance	E	AF, I
Knowledge and skills		
Appreciation of health & safety legislation	E	AF, I
Appreciation of traffic management layouts	D	AF, I
Ability to communicate at all levels	E	AF, I
Ability to plan/organise work and read/work from plans	E	AF, I
Ability to carry out the following skills to an acceptable level of output and quality:	E	AF, I
Highways Maintenance Works Drainage work, excavation and support, concreting and reinforcement, tarmac, kerbing/edging, ironwork, fencing, walling, sign erection, gully emptying operations, road markings, traffic management		
Other (including special requirements)		
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
Date: 10/2/11		
Note: We will always consider your references before confirming a job offer in writing.		