ORKNEY
ISLANDS COUNCIL

Service	Neighbourhood Services and Infrastructure
Head of Service Area	Neighbourhood Services
Service Manager Area	Quarries
Job Title	Quarry Operative
Location	Cursiter Quarry, Firth
Reporting To	Team Manager Quarry
Grade	D
Job Evaluation	C285
Competency Band	A

Job Purpose

Undertake operational duties as and when appropriate in support of the delivery of quarrying services. To operate plant and machinery and be responsible for allocated vehicles and plant. Undertake the maintenance and repair of process plant.

Job Specific Duties and Responsibilities

Duties will include in addition to tasks of a general labouring nature, the need to work at precise levels and requirements in quarry work in a number of tasks: for example: operations at quarry face; monitoring safety of operations; blasting operations; drystone operations including crushing of rocks; coating of material.

Duties may include the driving of vehicles requiring specialist driving skills and appropriate equipment, and/or the operation of powered heavy plant, and where appropriate vehicle checks, required routine maintenance (for example oil and water checks) and cleaning.

Duties may involve the direction of the work of other operatives.

There is a duty to always ensure safe operation of plant and equipment with particular responsibility for the safety of the workforce.

The operation of the normal range of hand and powered tools.

Undertaking any work in connection with plant maintenance and repair.

Employees where appropriate will be required to wear any uniform or protective clothing.

The completion of all associated paperwork.

General Duties and Responsibilities

Working Environment

The postholder will predominately be based outdoors but can take shelter when necessary.

Communication

The postholder will be required to deal with colleagues, members of the public and service users.

Responsibility for Employees

No line management responsibility.

Financial Resources

No financial responsibility.

Information Systems

The postholder will be required to use weighbridge software as and when required.

Corporate Responsibilities

As an employee of Orkney Islands Council, the postholder is required to:

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies.

Be aware of and adhere to the Council's policy on Equal Opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

☐ This post does not require a check on criminal conviction history

☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

☐ This post requires a satisfactory Basic Police Act Disclosure check.

☒ This post requires a satisfactory Standard Police Act Disclosure check.

☐ This post requires a satisfactory Enhanced Police Act Disclosure check.

☐ This post requires PVG Scheme membership in respect of regulated work with Children.

☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

Significant/Regular demands associated with the Role			
Task	**Relevant ✓**	**Task**	**Relevant ✓**
Driving (Car/Van)	✓	Exposure to Excessive noise	✓
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use		Contact with skin irritants	✓
Food handling		Contact with lung irritants	✓
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

Politically Restricted Post Yes ☐ No☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

☐ General Teaching Council for Scotland (GTCS)

☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.

☐ The Law Society of Scotland

☐ The Chartered Institute of Personnel and Development (CIPD)

☐ Other, please specify below: _____

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;

☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;

☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;

☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;

☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;

☒ To participate in a standby duty rota, for which you can claim standby allowance.

☐ To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

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Service Manager Area	Quarries
Post Title	Quarry Operative

Factor	Criteria	Essential/ Desirable	How Assessed
Experience	Experience in operating and maintaining plant, e.g.,360 excavator/loading shovel/dump truck.	Essential	Application Form/ Interview
	Experience of working with the public and colleagues.	Essential	Application Form/ Interview
	Experience of using tools and equipment.	Essential	Application Form/ Interview
	Experience of completion of paperwork.	Essential	Application Form/ Interview
	Ability to demonstrate knowledge of Health and Safety	Essential	Application Form/ Interview
	Experience of lifting and handling.	Desirable	Application Form/ Interview
	Experience of working in a quarry.	Desirable	Application Form/ Interview
	Experience in operating and maintaining process plant.	Desirable	Application Form/ Interview
Knowledge	Mobile Plant Operators Licence/SVQ.	Desirable	Application Form
	Safety qualifications (IOSH).	Desirable	Application Form
Other Requirements	Full current driving licence.	Essential	Screening Question

Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)	
Being Customer/ client focused	▪ is respectful and courteous to customers/clients ▪ understands and resolves customer/clients' needs ▪ takes opportunities to improve customer/client services ▪ is aware of service levels expected and strives to meet them ▪ seeks and acts on feedback from customers/clients ▪ supports others when dealing with customers/clients
Working effectively with others	▪ treats others in a fair and equal manner ▪ considers and respects other peoples' ideas/opinions ▪ co-operates with others in the workplace ▪ adapts own views and ideas for the good of the team ▪ goes out of their way to help others.
Managing Change	▪ is willing to try new or different ways of working ▪ displays a flexible attitude to duties and responsibilities ▪ reprioritises own work when deadlines are changed ▪ helps others to adapt to change
Taking ownership and responsibility	▪ manages own time effectively and works productively ▪ responds positively to feedback and takes appropriate action ▪ ensures own knowledge and skills are sufficient for the job ▪ considers how own behaviour affects others and changes accordingly ▪ recognises and acts when something needs to be done
Communicating effectively	▪ listens carefully and asks questions if understanding is unclear ▪ uses simple and clear language ▪ seeks advice when necessary ▪ provides clear and accurate information ▪ uses appropriate body language and eye contact
Planning and decision making	▪ works in a planned and organised way ▪ follows instructions and procedures ▪ understands what decisions can be taken within own duties and makes them when required ▪ takes account of available resources when planning own work activities.
Leadership	▪ recognises own leadership skills and abilities, and takes responsibility for using and developing these ▪ seeks feedback from others to motivate and improve own leadership. ▪ resilient and finds ways through challenging situations. ▪ identifies and works towards a shared purpose or goals ▪ values and respects the contributions of others. ▪ shares information and promotes effective knowledge management