The Highland Council
Comhairle na Gàidhealtachd

JOB OUTLINE

Post:	Community Works Operative 4 (LGV)
Location:	Ardgay
Hours:	37 per week
Duration:	18 months
Service:	Place, Operations & Maintenance (Roads)
Grade:	HC03 £27,166 - £27,917 p.a. (£14.12 - £14.51 /hour) (without LGV) HC04 £28,244 - £30,918 p.a. (£14.68 - £16.07/hour) (with LGV) **(appointment will normally be made at first point of the scale)**
Contact:	Ross Mackay Tel: 01408 623422

JOB PURPOSE:

- Carry out road and winter maintenance duties as directed.
- Driving and operating various LGV road and winter maintenance vehicles including snow ploughs / gritting vehicles
- Operation of various road maintenance related plant and machinery
- Participate in all aspects of Roads and Winter Maintenance and when required providing cover for Street Sweeping, Grounds Maintenance, Burials and Refuse Collection

JOB DESCRIPTION - KEY DUTIES & RESPONSIBILITIES

- Carry out all aspects of Roads and Winter Maintenance.
- Carry out road maintenance operations including Patching, Resurfacing, Surface dressing, Drainage work, Traffic Management, Bridge maintenance, Kerbing / hard paving, Vegetation maintenance, Footway maintenance, Sign maintenance and application of road markings.
- Driving and operating various LGV road and winter maintenance vehicles including snow ploughs / gritting vehicles Provide cover for burial duties.
- Provide cover for waste services.
- Provide cover for grounds maintenance works.

OTHER DUTIES

- The post holder may be required to undertake any other duties appropriate to the level of the post, these will include out of normal working hours emergency responses.
- Duties and responsibilities will vary from time to time.

PERSON SPECIFICATION

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. Experience and knowledge of road maintenance work
2. Literacy and numeracy competence
3. Ability to work outdoors in all weathers
4. Ability to perform duties effectively, sometimes with periods of significant physical effort, sometimes for lengthy periods
5. Ability to work as part of a team or on your own
6. Ability to understand instructions and experience in the use of mobile technology.
7. An awareness of health and safety including Health and Safety at work Act and Risk Assessments.
8. Commitment to undertake associated formalised regular training and certification as required and learn new skills (e.g. Street Works SWQR, Traffic Management, SVQ Winter Maintenance, CPCS Plant Operators Qualification, Chainsaw Certification)
9. Experience of operating construction / road maintenance related plant and machinery or other construction / road maintenance related skill
10. Possession of Driving Licence for LGV, Category C and C + E.

However, if an applicant has other attributes to offer the Council in relation to Roads Maintenance then training may be given to assist the applicant to gain his LGV licence. (see additional information)

Ideal Attributes

Ideally you will be able to provide evidence of the following.

11. Experience of road maintenance activities (e.g. Patching, Resurfacing, Surface dressing, Drainage work, Traffic Management, Bridge maintenance, Kerbing

/ hard paving, Vegetation maintenance, Footway maintenance, sign maintenance and application of road markings).

12. A commitment to learn new skills
13. A flexible approach to a variety and quantity of tasks

14. The ability to work on your own initiative
15. Comfortable with public interaction

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

Driving Licence for LGV, Category C.
If you're successful in your application for the role and do not currently hold a LGV licence, retraining will involve training and a test for Category C vehicles.

What Qualifications do I need?
Applicants should have a full car licence and be over the age of 18. Applicants will be required to take 4 tests in total:

1. Theory Test of multiple choice and hazard perception questions
2. Case studies (short stories based on situations you would be likely to come across in your working life)
3. A practical test (lasting roughly an hour and a half and including vehicle safety questions, practical road driving and off road exercises)
4. Practical demonstration (made up of 5 topics from the Driver CPC syllabus).

Applicants can find out more about subjects that can be covered in Driver Certificate of Professional Competence (CPC) periodic training here :
https://www.gov.uk/government/publications/driver-cpc-syllabus

How will this be funded?
Highland Council will fund the training costs and you will be paid the Grade of HC03 whilst you undertake the training and gain your Cat C licence. In the event that an employee does not complete three years' service with the Council following completing the course, the employee will be required to repay a proportion of the training course as follows.

Employee leaves:
- Within one year of course completion – repayment of all training costs associated with that course.
- Within two years of course completion – repayment of 50% of all training costs associated with that course.
- Within three years of course completion – repayment of 25% of all training costs associated with that course.

Further Information
Successful applicants will be conditional on passing the associated medical examination. Successful applicants will be expected to successfully complete the course within 6 months of their start date. Highland Council will pay for 2 attempts.

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