

JOB OUTLINE

Post:	Community Works Operative 4 (LGV)
Location:	Strontian / Fort William
Hours:	37 per week
Duration:	Permanent
Service:	Community Services (Roads & Transport)
Grade:	HC04 £28,444.32 - £30,918.68 p.a
Contact:	Kristen MacLeod - 07733300584

Job Purpose :

- Carry out road and winter maintenance duties as directed.
- Drive HGV vehicles including Snow Ploughs.
- Potential if available to be involved in other community works activities such as grounds maintenance, burials.

Further Information

This is an exciting opportunity to become part of a small team that is committed to delivering the lifeline services of road maintenance and winter maintenance to the Communities in their Area. The team are responsible for ensuring the Highland Council acting as Roads Authority fulfils its responsibility for all aspects of road safety.

The successful applicant should be a team player by nature with good communication skills and a sound understanding of health and safety. Professionalism, self-motivation and an ability to problem solve will be required in order to provide all aspects of Roads and Winter maintenance to the road network.

EMPLOYEE BENEFITS

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post, and we are able to assist life style choices and other commitments you may have. For example: seasonal compressed hours
- Competitive salary with a 4-point incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
- 27 days paid holiday plus 7 Public paid holidays (pro rata for part-time staff), rising to 32 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employers' contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Employee discount/reward schemes from major and local retailers.
- Cycle to Work scheme.

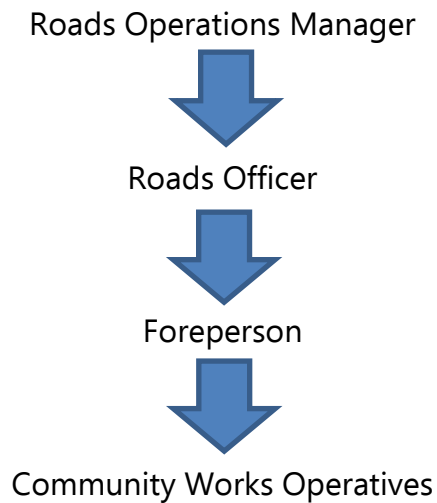
HIGHLAND COUNCIL

Ambitious, Sustainable and Connected.

The Highland Council vision is to be an ambitious, sustainable and connected Highland. The Council's goal is for the Highlands to be best place to live, to visit and to invest in. We are responsible for 6,746 km of road and 1,332 bridges connecting communities and providing a vital life link. The sustainability of our roads network demands a service from the Roads Team that is safety driven and ambitious for local communities.



1. STRUCTURE CHART –



2. JOB DESCRIPTION - KEY DUTIES & RESPONSIBILITIES

- Carry out all aspects of Roads and Winter Maintenance.
- Carry out road maintenance, patching, traffic management installation, verge maintenance, footpath maintenance, cyclic maintenance, road sign installation.
- Where required assist in specialist Roads Maintenance operations like Recycling, Surfacing, Surface Dressing and Drainage works among others.
- Carry out LGV driving duties including Winter Maintenance snow plough driving and gritting.

3. 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.

4. 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. Basic level of literacy and numeracy
3. Ability to work outdoors in all weathers
4. Ability to work as part of a team or on your own
5. Ability to understand instructions and experience in the use of mobile technology.
6. An awareness of Health and Safety at Work Act
7. Experience of operating construction related plant or other construction related skill
8. 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 on page 5)

Ideal Attributes

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

9. Experience of specialist road maintenance such as surfacing, surface dressing or white lining, drainage works and hard paving.
10. A desire to learn new skills
11. A flexible approach to a variety and quantity of tasks
12. The ability to work on your own initiative

5. 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 and C + E.

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 class two (light 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 Class 2 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.