

Job Outline

Post: Lighting Foreperson 1

Location: Street Lighting - Unit 7B, Ormlie Industrial Estate, Thurso

Hours: 37

Duration: Permanent

Cluster: Place

Grade: HC06: £34,458.84-£38,210.64

Contact Name: Nicholas Scully

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Job Purpose

Provide day-to-day supervision and direction of operational staff engaged in street lighting, electrical and associated works, ensuring work is delivered safely, efficiently and to the required standard.

Support the operational delivery of maintenance, renewal, installation and fault response activities through the effective allocation of work, resources and operational support.

Assist the Lighting Foreperson 2 and Lighting and Communications Engineer in the implementation of planned maintenance and improvement programmes, ensuring compliance with relevant legislation, standards, quality requirements and Council procedures.

Job Description – Key Duties and Responsibilities

1. Supervise and direct operational staff engaged in street lighting, electrical and associated works, ensuring activities are carried out safely, efficiently and to the required standard.
2. Allocate and monitor day-to-day work activities, resources and operational priorities, supporting the effective delivery of maintenance, renewal, installation and fault response activities.
3. Support the implementation and delivery of planned maintenance, inspection, testing and renewal programmes for street lighting and associated electrical infrastructure.
4. Ensure compliance with Health and Safety legislation, Council policies, procedures and safe working practices, promoting a positive culture of safety within the workforce.
5. Ensure compliance with quality management procedures, operational standards and service requirements.
6. Maintain and update the Council's lighting management database and associated records, ensuring the accuracy and integrity of asset information.
7. Undertake and support noticing activities within the Scottish Road Works Register (SRWR), ensuring compliance with statutory requirements and Council procedures.
8. Liaise with colleagues, contractors, utility companies, developers and other stakeholders to support the effective delivery of services.
9. Assist with the investigation and resolution of operational issues, faults, complaints and service enquiries relating to street lighting and associated assets.
10. Support the training, development and competence of employees, assisting less experienced staff in maintaining safe and effective working practices.
11. Deputise for the Lighting Foreperson 2 during periods of absence and provide support across operational and administrative functions within the section as required.
12. Assist with traffic management, site safety and the safe operation of works on public roads and other locations.
13. Participate in the Council's emergency response and call-out arrangements and undertake duties outwith normal working hours where required, standby payment and enhanced hourly rates apply.

Other Duties

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.



Person Specification

Essential Attributes

- SJIB Approved Electrician qualification, or equivalent relevant experience.
- A minimum of five years' experience in electrical installation, maintenance or related works.
- Experience of supervising operational staff, allocating work activities and monitoring work standards within an electrical, street lighting or related environment.
- Ability to organise, prioritise and allocate work activities effectively to meet operational deadlines and service requirements.
- Ability to communicate effectively with employees, contractors and stakeholders whilst contributing positively as part of a team.
- Working knowledge of street lighting installation, maintenance and fault-finding activities.
- Working knowledge of traffic signal equipment and associated infrastructure.
- Working knowledge of Health and Safety legislation, procedures and safe working practices relevant to electrical and street lighting operations.
- Working knowledge of asset management databases and software applications relevant to the role.
- Willingness to work outwith normal working hours and participate in emergency and operational call-out arrangements where required.
- Full UK driving licence.

Ideal Attributes

- Experience of coordinating maintenance, installation or fault response programmes.
- Experience of maintaining lighting management databases and associated operational records.
- Experience of undertaking or supporting Scottish Road Works Register (SRWR) activities and street works administration.
- Experience of supporting the training and development of operational staff.
- MEWP certification (IPAF, CPCPS or equivalent).
- G39 certification.
- NRSWA Supervisor certification or equivalent street works accreditation.

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.

spectrum
.life

vivup

Healthy
Working
Lives

EQUALLY SAFE AT
WORK
DEVELOPMENT

disability
confident
LEADER

ARMED FORCES
COVENANT
EMPLOYER
RECOGNITION
SCHEME
GOLD AWARD

myjobscotland

happy to
talk flexible
working

We are a
**Living
Wage**
Employer