



Post title	Approved Electrician
Division / Section	Planning and Transport
Department	Place
Responsible To	Team Leader
Number of post holders	11
Acting up/ Secondment	N/A

### **Purpose of Job**

To work, individually, or as part of a team of operatives, installing, testing, maintaining and repairing the Council's street lighting assets on behalf of Edinburgh Roads Services (ERS).

### **MAJOR TASKS/JOB ACTIVITIES**

Install, repair, renew, test and maintain electrical installations as required, meeting all legislative and timescale requirements.

Inspect test and issue certification for all electrical installations and repairs.

Carry out fault diagnosis on site.

Install and repair permanent, and temporary, street, bridge and underpass lighting and floodlights to schools and sports pitches.

Install pop-up power units, weatherproof boxes, joints and fixings.

Ensure all operations are carried out in a safe and cost effective manner, consistent with the requirements to achieve best value.

Keep records of work undertaken, including maintenance and repairs work.

Communicate with management and colleagues through appropriate methods.

Organise and order materials through ERS' stores, return unused materials and separate/recycle components/materials in accordance with current legislation.

Participate in standby arrangements including winter maintenance operations, snow clearing, gritting, etc.

Deputise for the Team Leaders.

### **Supervision and Management of People (Numbers and type of staff)**

When responsible for an apprentice/work placement, the post holder will carry out on-the-job training and regular assessment and provide feedback to ERS management. The post holder will also be required to allocate and inspect work given to Public Lighting Operatives, contractors and agency staff and supervise non-electrical trained staff, when required.

### **Creativity and Innovation**

The post holder requires diagnostic skills to solve on the job problems, which arise when carrying out repair, maintenance, testing or installation work to ensure and certify the work complies with the appropriate legislation.

The post holder may be required to modify plans to the site requirements and, where required, design electrical circuits to meet site and safety needs.

Measuring, producing and fitting installations with specific on site requirements.

Ensure all sites are a safe place to work, which requires problem solving skills/risk assessments to ensure work is able to progress safely.

The post holder is required to identify appropriate equipment/tools/materials and safe working method for each job.

### **Contacts and Relationships**

The post holder has daily contact with ERS' staff, Fleet Services staff (in relation to vehicle defects), Emergency Services and Public Utility Companies (in the event of an emergency) and members of the public (to provide information and advice on planned and programmed works – the signing and guarding of work sites).

### **Decisions (Discretion)**

The post holder will assess the suitability of work methods, equipment, tools and materials in line with work requirements and recommend changes, if required.

The post holder, when dealing with an emergency situation, will decide on how best to prioritise work to minimise risk.

The post holder will assess when it is appropriate to apply salt to roads and pavements (spot treatment) and recommend treatment, if required.

The post holder can recommend if an installation requires an upgrade rather than a repair.

## **Decisions (Consequences)**

The decisions of the post holder will ensure that work is undertaken in a safe and timely manner to minimise the impact on road and pavement users, to maximise the rate of return, provide customer satisfaction and achieve performance targets.

## **Resources**

The post holder is responsible for the safe use, safekeeping and cleanliness of their non-LGV vehicle and, where applicable, a van-mounted vehicle access platform and mobile elevated work platform (MEWP) (valued at £42K). The post holder is also responsible for plant, tools, PPE and, where applicable, IT equipment (including mobile communications equipment).

The post holder will carry up to £5K of plant equipment and up to £8K of stock within the van allocated to them. They are fully responsible for the safe keeping, monitoring and replenishment of these resources. The value of IT equipment is approximately £500.

The post holder is required to complete vehicle check sheets and vehicle defect book, standby sheets and job sheets.

## **Environment – Work Demands**

The post holder is fully responsible for completing the work once a full assessment has been carried out by them and in line with the set designated timescales e.g. Right First Time. They are expected to make the assessment on site. If they are unable to complete the work they must inform management.

The post holder is required to reprioritise their workload to accommodate emergency calls or to accommodate work by other parties e.g. Scottish Power.

When responsible for an apprentice, the post holder will assess competency, then allocate and check work on completion.

## **Environment – Physical**

This is an operational post and physical demands such as manual handling, carrying, bending, kneeling and generally working in awkward spaces (including in a MEWP) are required as part of the job.

For the majority of the time the post holder will be working outside in the same position for long periods, kneeling and bending while working on lighting columns.

The post holder is required to lift and carry various items in the course of their duties in compliance with correct manual handling procedures. These items may include lighting columns, rolls of cable, lanterns, road signs and ladders.

The post holder may also pull cables through ducting sometimes for long distances.

## **Environment – Working conditions**

The post holder will be required to work in conditions for long periods of time which include noise and fumes from traffic when working on street lighting. The post holder will also be required to work outside in all weather conditions carrying out street lighting installation and maintenance work and other emergency work.

Appropriate personal protective equipment will be provided.

## **Environment – Work Context**

The post holder is required to be vigilant when investigating electrical faults and working with electricity.

The post holder is required to maintain an awareness of safe working procedures, taking care: when working with electricity near live traffic, bridges and waterways; when working near high voltage overhead lines; when using power tools while working up ladders, on MEWPs; when using hazardous material (with COSHH advice sheets followed at all times); and when lone working as they may be subject to challenging behaviour.

## **Knowledge and Skills**

The post holder must: have an approved recognised trade qualification e.g. City & Guilds, SVQ level 3 (or equivalent); be trained to current regulations; have an Inspection & Testing certificate; and have a full UK driving licence.

The post holder should have a working knowledge of all current Health and Safety legislation and best practice.

The post holder must be able to: effectively plan workloads, identify areas of potential failure and take preventative action; communicate technical information to customers and colleagues which is meaningful; use a range of communication skills when dealing with challenging customers.

Flexibility is essential given the diverse nature of the working environment.

The post holder is required to have an IPAF certificate for working on Mobile Elevated Working Platforms and ERG39, and a working knowledge of: the use of cable avoidance tools; traffic management arrangements (to Chapter 8); and safe use of Ladders.

The post holder must be skilled to drive in hazardous or adverse conditions during severe weather conditions.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in

accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

### **Organisation Structure**

*(attach structure - specific to area of operation).*