

City of Edinburgh Council job description

Post title	Approved Electrician – Street Lighting Operations
Directorate	Place
Service	Operational Services – Roads & Infrastructure
Responsible To	Team Leader
Number of post holders	8

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 Street Lighting Operations.

The what - major tasks and job activities

Your key activities and responsibilities will include:

1. Installing, repairing, renewing, testing and maintaining electrical installations, meeting all legislative and timescale requirements.
2. Inspecting, testing and issuing certification, for all electrical installations and repairs.
3. Carrying out fault diagnosis on site.
4. Installing and repairing permanent and temporary, street, bridge and underpass lighting and floodlights to schools and sports pitches.
5. Installing pop-up power units, weatherproof boxes, joints and fixings.
6. Ensuring all operations are carried out in a safe and cost-effective manner, consistent with the requirements to achieve best value.
7. Keeping records of work undertaken, including maintenance and repairs work.
8. Communicating with management and colleagues through appropriate methods.
9. Organising and ordering materials through Bankhead stores, returning unused materials and separating/recycling components/materials in accordance with current legislation.
10. Participating in standby arrangements including winter maintenance operations, snow clearing, gritting, etc.
11. Deputising for the Team Leader.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You must have:

- An approved recognised trade qualification e.g. City & Guilds, SVQ level 3 (or equivalent).
- An IPAF certificate for working on Mobile Elevating Work Platforms (MEWP) and ERG39.

- A working knowledge of current Health and Safety legislation including the use of cable avoidance tools, traffic management arrangements (to Chapter 8) and safe use of Ladders.
- A full UK driving licence.

You will be responsible for:

- Taking immediate action where a safety concern with electrical equipment is reported using diagnostic skills to solve on the job problems and ensure and certify the work complies with the appropriate legislation.
- Identifying appropriate equipment/tools/materials and safe working method for each job.
- Modify plans to the site requirements and design electrical circuits using problem solving skills/risk assessments to ensure all sites are safe and work progresses safely.
- Identify areas of potential failure and taking immediate preventative action and recommend if an electrical installation requires an upgrade rather than a repair.
- Communicating technical information to customers and colleagues which is meaningful and use a range of communication skills when dealing with challenging members of the public.

You will regularly take decisions on:

- The suitability of work methods, equipment, tools and materials in line with work requirements and recommend changes, if required.
- How best to prioritise work to minimise risk.

The decisions you take will:

- Ensure that work is undertaken in a safe and timely manner to minimise the impact on road and pavement users.
- Make sure outdoor spaces are maintained and safe for all users.
- Contribute to ongoing service delivery and service improvement.

You will have regular contact with:

- Street Lighting Operations' staff.
- Fleet Services staff (in relation to vehicle defects).
- Emergency Services and Public Utility Companies (in the event of an emergency).
- Members of the public (to provide information and advice on planned and programmed works – the signing and guarding of work sites).

Environment - work demands, physical demands, working conditions, work context

You will work:

- At ground level and at height (using a MEWP, scaffold or ladders) on sites across the City on a lone basis to carry out tasks and activities in all weather conditions.

You will:

- Work in conditions which include noise and fumes from traffic – 100%.
- Complete work once a full assessment has been carried out by you and in line with the set designated timescales.

- Reprioritise your workload to accommodate emergency calls or to accommodate work by other parties e.g. Scottish Power.
- Undertake manual handling, carrying, bending, kneeling and generally working in awkward spaces (including in a MEWP) – 80%.
- Lift and carry various items in the course of your duties in compliance with correct manual handling procedures – 50%. These items may include lighting columns, rolls of cable, lanterns, road signs and ladders.
- Pull cables through ducting sometimes for long distances – 10%.
- Wear the appropriate personal protective equipment that is provided.
- 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.

Supervision and management of people

You will allocate and inspect work given to Public Lighting Operatives, contractors and agency staff and supervise non-electrically trained staff.

When responsible for an apprentice, you will carry out on-the-job training, assess competency, allocate and check work on completion and feedback to management.

Resources the job holder will be responsible for

You will have responsibility for:

- Non-LGV vehicles, including van-mounted MEWP (valued at £***k).
- Plant equipment (valued at up to £10k), Materials (valued at up to £10k) and IT equipment (valued at up to £1k).

Additional information - health and safety (DO NOT AMEND THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health

where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).