

Title: Job Description: Routine Maintenance Operative	DOC Ref: LOCTRAFFLCSP02	Issue: 1	APPROVED 30/10/2023	PRINT 30/10/2023
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1. Job Title Routine Maintenance Operative

2. Department: Traffic

3. Reports To: Operations/Contracts Manager

4. Purpose:

To ensure the completion of works to client specifications and conduct works in accordance with Lochwynd Limited policies and procedures to meet client specifications.

5. Scope:

To conduct works under the direction of the Operations Contracts Manager and ensure the safe and correct usage of Plant which includes:

- Interpretation & comprehension of drawings / specifications / job pack.
- Daily Maintenance Checks of equipment.
- Safe and correct use of hand and power tools.
- Safe and correct use of harness and lanyard.
- Safe and correct use of steps and ladders.
- Setting up pedestrian and traffic management.
- MEWP
- Knowledge of requirement & accurate use of handset and traffic signal controller.
- Accurately record and complete all required site documentation such as controller logbooks.
- Safe & correct handling of materials.
- Correct and safe demonstration of accessing street furniture/cabinets
- Correct and safe installation of lamps (BLC)
- Lamp traffic signal inspection
- Flat mat loop to specification
- General site cleanliness and maintenance.
- Correct and safe application of anti-fly posting cabinets to specification.
- Any other duties as required.

6. Key Deliverables:

- To follow rules and ensuring timely completion of job.
- Complete all relevant paperwork duly authorised and signed.
- Complete Job Pack and return to the office.
- Health & Safety Awareness.
- Ability to undertake manual handling tasks.
- Good Communication and ability to follow instructions given
- Dedicated to continuous professional development.
- Confident Lone Worker.

7. Principle Accountabilities:

- Accountable to the Operations / Contracts Manager and to conduct works in a safe, diligent manner.
- Wear personal protective equipment.
- Inspect and as appropriate fuel equipment pre-works.
- Report any equipment defects.
- Report any personal injuries.

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- A confident lone worker.
- Conduct operations in accordance with Method Statements & Risk Assessments.

8. Principle Authorities:

- Accountable to the Operations / Contracts Manager and to conduct works in a safe, diligent manner.
- Wear personal protective equipment.
- Inspect and as appropriate fuel equipment pre-works.
- Report any equipment defects.
- Report any personal injuries.
- Conduct operations in accordance with Method Statements & Risk Assessments.

9. Key Working Relationships:

The Job Holder will:

- Work closely with Operations Contracts Manager, Managers and Directors.
- Build and maintain relationships with team members.

10. Key Skills/Experience Requirements:

The Job Holder will/may have:

- Electrical Experience.
- Full and clean UK manual driving licence.

11. Qualification Requirements:

- CSCS Card
- ECS Card
- 104 Manual Handling
- 204 Power Tools - Awareness Hand tools
- 205.1 Work At Height, Ladders
- 302.1 Traffic Mgt (12D Equiv)
- 210.1 DNO/G39 awareness
- Level 2 Highways Electrical Systems (QCF) Lantra Awards
- Abrasive Wheels

12. Personal Attributes:

- Self-motivated.
- Be consistent and robust.
- Responsive with a “can do” approach.
- Ability to work as part of a team.

13. Training Requirements:

Following the necessary Induction and on-the-job training, it is expected that the Job Holder would have all the skills to perform the job.

At the Induction the company’s specific policies, processes, procedures and methods will be presented.

The job holder is expected to acquire new process skills and technical innovations and training / refresher training will be provided as appropriate. Specialist skills training may be obtained externally. This will be organised by the Training Manager.

14. Performance Assessment:

- Structured appraisals will be carried out annually to ensure that Key Deliverables are being achieved, at which point training/retraining requirements will be identified.
- The appraisal will be carried out by the line Manager, in conjunction with the HR Manager.
- This appraisal will be carried out routinely on an annual basis, as the result of disciplinary action or where CAIA necessitates such action.
- Signification of acceptance of this appraisal will be made by the Job Holder and their line Manager.
- A date for the subsequent routine appraisal will be set.

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15. PPE Requirements

The following Protective equipment is provided for your personal protection and must be worn in accordance with as detailed in the Employee Handbook and Traffic Signs Manual Chapter 8.

- High visibility clothing to BS EN 471:2003 shall be worn while working on site.
- Safety boots to EN ISO 20345:2011 to be worn while working on site.
- Hard Hat to BS EN 397 is NOT to be worn on set-up or removal of Traffic Management but WILL work at all other times.
- Gloves to BS EN 374, 388 for general duties to be worn for site operations.
- Gloves which are suited to the task in hand must be worn for all tasks examples of which are detailed in deciding on the suitability of Gloves.
- (the table in section 5.1 is not exhaustive in terms of potential effects and hazards etc.)