

## **CIVILS TEAM – ELECTRICAL SECTION – ENVIRONMENT & REGENERATION DEPARTMENT**

**Ground Worker:** Pay Band 2 (SCP 11–13) £22,569 - £25,274

It is Council policy to pay at least the living wage so this post would commence on SCP 11 + LWA (£23,108)

You will carry out instructions to deliver civils works to the agreed quality/standard within timescales specified whilst adhering to the Council's safety requirements. You must have proven experience of civil engineering ground working excavations and reinstatement on the highway particularly in the vicinity of live cables and utility services. A driving licence is also essential.

This is an exciting time to join an established team where you can directly impact the success the team have had in delivering its operations and projects over the years. This role requires excellent interpersonal and customer facing skills and if you have a strong work ethic and are interested in working alongside a highly experienced team, then we would welcome an application from you.

For an informal discussion about the role please contact Donal Cullen, Head of Electrical & Projects on 696384. For full details of the role, job description and selection criteria please visit the Council's website ([www.douglas.gov.im](http://www.douglas.gov.im)) or contact the Human Resources Section on 696455.

Closing date for submission of applications is: **Friday, 5<sup>th</sup> January 2024 at 5.00 pm.**

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**Miss K J Rice, Chief Executive,** Town Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

## **JOB DESCRIPTION**

<b>DEPARTMENT</b>	Environment & Regeneration
<b>SUB-SECTION</b>	Electrical Services
<b>DESIGNATION</b>	Civil Engineering Ground Worker
<b>REPORTS TO</b>	Civil Engineering Ground Worker Supervisor
<b>GRADE</b>	Pay Band 2 SCP 11 – 13 (£22,569 - £25,274) <i>It is Council policy to pay at least the living wage so this post would commence on SCP 11 + LWA (£23,108)</i>
<b>BASED AT</b>	Service Centre, Ballacottier
<b>DURATION</b>	Permanent
<b>HOURS OF WORK</b>	Normal hours of work – 37 hours per week. Monday – Thursday 8.00 am - 4.30 pm (½ hour lunch) Friday 8.00 am – 1.00 pm
<b>FLEXIBILITY</b>	Ability to work with frequent interruptions Postholder must carry out standby duties as required and must also be prepared to work outside of normal working times when requested. Appropriate standby/overtime rates, in accordance with the terms and conditions of employment, will be paid for duties undertaken outside of normal working hours
<b>PUBLIC IMAGE</b>	All personnel must wear and maintain any uniform or PPE provided. In order to provide appropriate standards of service and to maintain a good public image, it is a condition of the job that the postholder will not consume alcoholic drinks or narcotic substances during the duration of the working day. Undertake the duties of the post in such a manner as to enhance and protect the reputation and public profile of the Council.
<b>RESOURCES</b>	Vehicles, plant, machinery, equipment (including electrical testing equipment), tools, spares and cargo belonging to or on hire to the Council allocated/used by the postholder. Fuel consumption for allocated vehicle.
<b>CONTACTS</b>	Public/Members/ other local authority/health service employees
<b>ENVIRONMENT</b>	Majority of work performed outside/exposure to all weather conditions and difficult or disagreeable conditions
<b>SMOKING</b>	Compliance with the Council's Smoke-Free Workplace policy
<b>SUPERVISION</b>	None
<b>HEALTH</b>	Physically fit and able to carry out manual handling operations
<b>TRAINING</b>	Provided as required

**TRANSFERS & INTERDEPARTMENTAL WORKING:** The post will be interchangeable within and between services/contracts and may be required to carry out other duties of a similar level of responsibility that may be assigned to post holder by the Line Manager provided such duties are deemed to be within the competence of the employee. Employees may be required to undertake interdepartmental working.

### **MAIN PURPOSE OF THE JOB**

Provide a comprehensive Civil Engineering installation and repair service of street lighting, decorative lighting infrastructure and other street furniture within Douglas City. Provide annual structural NDT (Non-Destructive Testing) of street and decorative lighting columns. Provide street lighting site surveying and marking up service. Plan and implement traffic management for Civil Engineering

projects and provide traffic management for events. Provide assistance with other Electrical Services installations.

## **SUMMARY OF MAIN DUTIES**

1. Undertake setting out and preparation of street lighting civil engineering installation schemes in accordance with specifications and highway drawings.
2. Excavate safely public highway for installation, removal and repair of columns, ducting, chambers, cabling, supply pillars and other items of street furniture, as required.
3. Excavate and prepare safely around live Manx Utilities cables up to 33kv High Tension supplies.
4. Excavate and expose electrical service cables for the purpose of new electrical service joints, electrical service transfers and electrical live cable pot ends.
5. Excavate safely around live gas mains, water mains, live Council owned private network cables, drainage, sewers and telecommunications fibre optic services in the provision of civil engineering installations and repairs.
6. Responsible for identifying and locating utility services within the highway by interpreting highway drawings and CAD plans.
7. Provide continuous on site safety during excavations with the use of C.A.T. & Genny scanning.
8. Safely and competently operate plant and equipment as required for all civil engineering excavations, including HGV vehicles, Hi-Abs, JCB excavators, jack hammers, heavy duty rollers, highway saw cutting equipment, MEWPs, Air picks, highway ducting moles and other plant and equipment as required.
9. Reinstate civil engineering excavations in accordance with Department of Infrastructure reinstatement policy and procedures.
10. Undertake civil engineering work in accordance with Highways Act (a) 2016 and Manx Road 2.
11. Undertake civil engineering street works in accordance with G39, Issue 3 2020 for Electrical Safety in Planning, Installation and Maintenance of public lighting and other street furniture.
12. Responsible for professional reinstatement of sub and wearing courses e.g., reinforced steel beds, concrete, flag stoning, block paving, tar macadam, ash felt and turf.
13. Responsible for provision of 'setting out detail' and measurements on completed works to enable production of 'as finished drawings and records'.
14. Responsible for accurate non-destructive testing of street lighting columns including Eddy Current testing, Ultra Sonic testing, Crack testing and Material Thickness testing.
15. Responsible for Structural Safety categorisation and signing off tested street lighting columns.
16. Responsible for identifying tested column structural safety failures for removal and preparation of renewal programmes.
17. Provide updated street lighting asset management data, surveys and information.

18. Clean, prepare and apply street lighting columns and street lighting furniture with industrial protective coatings in accordance with specification.
19. Assist in the planning and implementation of traffic management for Street lighting Civil Engineering works.
20. Provide traffic management and road closure assistance for events.
21. Undertake additional general craft labourer duties as required by Electrical Services e.g., festoon and stay wire replacement, Christmas preparations and removals.
22. As a public facing service, excellent customer service skills must be demonstrated at all times when dealing with the public, tenants, officers and Members of Council, providing accurate timely advice in a helpful, courteous and supportive manner.
23. Undertake banksman duties using vehicles and MEWPs as required.
24. Responsible for the upkeep of civil engineering compound.
25. Undertake utility surveys requests for 'Dial Before You Dig' service.
26. Complete necessary documents, job tickets and risk assessments.
27. Ensure compliance with health and safety, risk assessment and Council policies and procedures as required.
28. Comply at all times with the Council absence reporting procedures ensuring line manager is immediately advised on any occasion when ill-health prevents attendance at work.
29. Bring to the attention of HESP and/or Assistant Chief Officer (Environment) (ACOE) any matters of a sensitive nature.
30. Responsible for health and safety of staff of the Electrical Services Team and for safety of the public and other staff that come into contact with any aspect of electrical duties being undertaken.
31. Ensure equality of opportunity for all people, in service provision and in employment, and work in a non-discriminatory manner in accordance with the Council's Equal Opportunities policy.
32. Compliance with provisions of Isle of Man Data Protection Act 2018, Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
33. Participate fully in discussions relating to any changes deemed necessary to job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to job outline after consultation with post holder, if not agreed by mutual consent.
34. Such other duties of a similar level of responsibility as may be required from time to time by HESP and/or ACOE.

## **SELECTION CRITERIA**

### **ESSENTIAL**

1. Good educational standard to GCSE level or equivalent
2. Proven experience of civil engineering ground working excavations and reinstatements on highway particularly in vicinity of live cables and utility services
3. Experience of operating plant and equipment required for excavation and reinstatement of civil engineering works on highway
4. New Roads and Street Works Qualification
5. Sign Light and Guarding Module
6. Good communication skills and the ability to deal courteously and fairly with the public
7. Ability to work on own initiative without supervision, under instruction and as part of a team
8. Sound knowledge of Health & Safety Regulations
9. Experience of working at height
10. Cat and Genny ticket
11. Hi-ab ticket
12. HGV licence
13. Full drivers licence minimum category C1

### **DESIRABLE**

1. Familiar with G39 issue 3 2020
2. NVQ in ground works or CSCS card
3. Experience in non-destructive testing of street lighting columns
4. Previous experience of working within Street lighting
5. Experience of local government
6. An understanding of the operations and functions of a local authority
7. Political sensitivity