



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Street Lighting and Electrical Project Supervisor	Role Profile Number: OPH49
Grade: Q	Date Prepared: October 2019
Directorate/Group: Highways Maintenance	Reporting to: Delivery Manager

Job Purpose

- To supervise the team of Street Lighting Electricians and Fitters to ensure delivery of street lighting services to a variety of clients including internal Asset Management, Traffic Management and external Developers.
- Ensure good maintenance of all the Street Lighting and Signage Assets including light columns, Signs, illuminated bollards and private network cable systems of Swindon Borough Council.
- Manage all electrical project works, including actively seeking commercial opportunities, working with the Working Foreman, Drainage Supervisor and Operations Manager to programme works and resources effectively.

Key Accountabilities

- Co-ordinate, direct and supervise operatives within the Street Lighting Team, ensuring work is delivered in accordance with service level agreements in the most effective and economical use of resources. Carryout appraisals, sickness absence reviews and disciplinary actions as appropriate. Inspect work carried out to confirm the correct standard is achieved.
- Ensure that all work is carried out within the priority period and within the cost parameters and standards of the contract and, in the case of term contracts, to ensure that work is carried out in an acceptable way.
- Manage the levels of street lighting stock of materials, procuring contracts with external suppliers to achieve value for money for the Council.
- Actively seek new work streams for the department and provide detailed quotations.
- Work with the Maintenance and Design teams to work up project plans, risk assessments and prepare method statements and construction phase plans in line with CDM regulations and other best practice operations.
- Dealing with enquiries from members of the public and elected members.

- The ability to diagnose and repair all types of electrical faults within street lighting equipment, private underground cables.
- To carry any emergency works and liaise with all emergency and utilities services when required.
- Keep abreast of all current Electrical regulations.
- Ensuring all records are documented factually and appropriately in line with procedures which enable the best possible litigation defence.
- Assisting first responders (emergency services) at RTC, including removal of detritus and larger items that may block the highway, for example, fallen trees, traffic signals, street light columns and be able to deal with traffic management requirements.
- Some manual handling tasks required.
- Other duties that are considered comparative with the grade of the role.

Supplementary Accountabilities

- Ensuring all records are documented factually and appropriately in line with procedures which enable the best possible litigation defence.
- To be part of the team that Work on a rota basis to cover all aspects of Out of Hours Emergencies in relation to electrical assets.
- To maintain the highest level in customer care and in line with service standards.
- Attendance at meetings where appropriate and deputising for the Operations Delivery Manager in his/her absence.

Knowledge & Experience

- Substantial experience of street lighting or electrical maintenance
- Experience of managing a team and carrying out appraisals, managing sickness absence and disciplinary issues
- Knowledge of the use of Performance Indicators for planned maintenance
- Experience of undertaking project work
- IT experience in Microsoft
- Be able to write factual, legible and concise records of inspections in note pads for recall at a much later date (litigation)
- Resilient in dealing with pressurised situations and the ability to remain professional at all times
- Excellent literacy skills
- Organise own workload

Qualifications

- Relevant street lighting and electrical qualifications including 17th /18th Edition of the IEE Regulations
- Educated to HND level or compensatory experience
- Full driving license including HGV
- Street Works Chapter 8

Decision Making

- Be able to deal with escalated issues from site and make decisions on the most appropriate actions.
- Site / defect specific risk assessment during inspections, in line with written guidance.
- Find solutions when faced with difficult situations e.g. RTC and road closure.
- Making decisions to resolve various incidents during the working day.
- Liaise with emergency services on site.
- Leave the site safe.

Creativity and Innovation

- Work on own initiative, within a structured team, with support and guidance if required

<p>Job Scope</p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Team of Street Lighting Electricians, Fitters and Sign installation Operatives • Inspections and enquiries from members of the public and elected members • Matrix management of project and site staff where appropriate • Allocation of works to team • Emergency call out and supervision <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Allocation of work to Street Lighting Operatives, Project staff and Sign installation staff • Completion of inspections and responses to enquiries • Orders for materials following the Standing Orders 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility</p>	<p>No</p> <ul style="list-style-type: none"> • Small tools, • Laptop and/or mobile working device • Mobile phone, • SBC vehicle appropriate for the task, which could include HGV • Street Lighting stock
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Contacts and Relationships

- Management
- Operatives
- Parish Councils
- Members of the public
- Emergency Services

- Utilities
- Other Council Departments

Health and Safety

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Company to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within SBC Health and Safety Policy.

Data Protection

In accordance with the provisions of the Data Protection Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Companies procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Companies written procedures.

Note

This role profile is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the post holder.

Other Key Features of the role

- Working in all weathers
- Working alone in potentially hazardous situation’s
- Working at Height
- Working in a constrained position for extended periods of time.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:

Date:	
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