

Post title	Blacksmith
Division / Section	Fleet and Workshops - Waste – Environment
Department	Place
Responsible To	Supervisor/Line Manager
Number of Posts	

Purpose of Job

To work, either as an individual or as part of a team of operatives, carrying out blacksmith work across the council. , maintain, repair and test heavy engineering plant at the councils waste and civic sites. Ensure that maintenance and repairs are carried out to a high standard and in line with manufacturer's recommendations and recognised work practices to ensure the effective operation of the waste and civic sites.

Major Tasks / Job Activities

Complete blacksmith related work across the council Install, repair and maintain heavy engineering plant at the councils waste and civic sites.. 100%

Manufacture, repair, renew and maintain any installations as required, meeting all legislative requirements.

Design and manufacture ornamental and heritage ironwork.

Inspect, maintain and repair equipment in play parks to EN standards.

Carry out light and heavy fabrication including sheet metal work and structures for exhibitions and event management.

Design, manufacture and erect on site, gates, railings, handrails, signposts, all types of cast iron fencing, load bearing crash barriers, steel doors, grass cutter decks etc.

Design and fabricate parts for weather emergency equipment.

Assemble and maintain weather emergency equipment e.g. ploughs, grilles, mini tractors etc.

Maintain and repair metal structures on bridges, flood protection/prevention structures, bus shelters, memorial benches etc.

Manufacture and install depth gauges in rivers.

Fabricate and maintain gully branders, manhole covers, culvert covers and all metal work associated with drainage.

Install and maintain all infrastructures of parks and walkways.

Building of structural steelwork e.g. machine sheds & cages.

Maintain and repair certificated waste containers.

Renewing and maintaining underground waste bins to certificated standard using LOLER regulations.

Repair compactors, conveyor belts, bucket motors and crane grabs.

Manufacture lamp posts for use on Civic Sites.

Carry out forging and scroll work.

Undertake all types of welding e.g. brazing, soldering and cutting.

Attend machine breakdowns on site and uplift to workshop.

Ensures machinery is locked off and safe.

Use Permit to Work system

Clean, prepare and paint machinery before and after repairs.

Assess and prepare detailed quotations for customers.

Repair and re-blade cutting cylinders and carry out necessary grinding.

Complete all types of tyre repairs/punctures

When required assist other trades.i.e.Electrical engineer and Mechanical engineer.

Assists with project initiatives related to re-cycling.

Erect and dismantle tower scaffolding.

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

Multiskilling. You will be expected to carry out multi trade tasks that Compliment and are associated with the core work activities which you carry out.

To highlight any training or up-skilling required to carry out the duties of the post holder or complimentary duties of the post as effectively as possible.

The safe separation and recycling of components/materials in accordance with current legislation.

Liaise with customers to provide a customer focussed service.

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

Communicate with management and other colleagues via appropriate method.

Complete jobs within the required timescale.

Comply with H&S policies and carry out on site risk assessments for jobs undertaken.

Organising and ordering materials via stores and external suppliers and return unused materials.

Ensure site of job is left clean and safe.

Attend team meeting, performance reviews, training etc as required.

Undertake any other reasonable duties as directed by the Supervisor.

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 Management.

Allocates, gives instruction and inspects work given to Labourers, agency craft workers, other non craft workers, JET trainees and work experience placements.

Will be responsible for visitors while on site e.g. Dealers and manufacturers.

Creativity and Innovation

The post holder requires diagnostic skills to solve on the job problems which arise when carrying out repair, maintenance, renovation or installation work to ensure the work is completed to an acceptable standard.

Required to modify/adapt plans to suit the needs of the customer/site and where required design and manufacture, cast iron work, ornamental wrought ironwork and ornamental street lighting fittings etc.

Design and manufacture unique specialised heavy lifting equipment e.g. 900kg and 1500kg block lifters.

Ensure that all playground adaptations comply with EN standards.

Required to use a wide variety of welding, grinding and cutting equipment to manufacture, maintain and repair a variety of plant, engineering machinery and infrastructure.

Required to deal with flood prevention emergencies e.g. accessing jobs in difficult locations with heavy machinery in order to divert water to access broken/ blocked culvers.

Initiate review process for all equipment.

Inspect, assess and provide to all customers detailed quotations of work to be carried out.

They are also required to ensure that all sites are a safe place to work, this requires problem solving skills / risk assessments to ensure work is able to progress safely.

The post holder uses their engineering skills in project work relating to new re-cycling initiatives such as food waste recycling by helping in the design of suitable containers etc.

Where required, modify, fabricate and re-design plant and parts which may now be obsolete.

Can recommend whether to repair or renew parts for plant and machinery.

Liaise with Supervisor and contractors to provide technical solutions to the breakdown of plant and machinery to ensure that the waste plant and civic sites operate effectively.

Contacts and Relationships

The post holder will be required to develop and maintain effective relationships with a range of people and organisations, including:-

The post holder will be required to assess requirements and inform customers of:

- Work to be carried out.
- How the works will impact on them
- Any further work still to be completed.
- Health and Safety information about the repair/ installation.

The post holder will be required to develop and maintain effective relationships with a diverse range of people and organisations, including:-

- Line Managers/ Supervisors/Chargehands in relation to daily workload, health and safety, performance, change, and resolving complex technical issues.
- Neighbourhood Managers, Community Park Officers, SGMS, Parks, Botanical Services and Burial Grounds and other council departments to discuss the work required and advise on the best approach to the work.
- External customers to discuss requirements for the job e.g. Events and exhibitions.
- Post holders must inform appropriate contact on arrival and on completion of work.
- Fleet Services in relation to vehicle checks.
- Colleagues in relation to planning and completing blacksmith related work.
- Members of the public to provide information.
- External and internal suppliers in relation to sourcing and ordering materials.
- Professional bodies in relation to Legislative and/or Technical advice/guidance
- Statutory Authorities, Scottish Water, Scottish Gas, Scottish Power SEPA in relation to Legislative requirements.
- Emergency services when dealing with floods, RTA's, events etc
- Supervisor in relation to operational provision, health and safety, performance and to resolve complex technical problems.

Decisions (Discretion)

The post holder will be required to make the following decisions:

- The best way to carry out a repair or installation.
- Whether to repair or renew.
- Whether to close/stop waste plant due to mechanical failure.
- When to use the Permit to Work System.
- Decides on the correct materials and equipment for the job.
- If further work required or the job will take longer than expected the post holder must decide the best course of action to ensure the best possible service.
- Decides on competency of Apprentice before allocating tasks.
- Decide if there is a need to change plans to ensure a safer job.
- When to use Chapter 8 road safety regulations and deciding what safety equipment is required.
- When to close playgrounds for Health & Safety reasons.
- Will take part in the evaluation of new equipment before purchase, and report to management on the most efficient and cost effective purchase.

The post holder may identify where service improvements or financial savings can be made and make recommendations to management.

The post holder may make recommendations on Health and Safety procedures.

Planning the work process in the most appropriate way will result in cost savings.

Decisions (Consequences)

The decisions made in the course of the job will impact on the health and safety of themselves, customers, the public, colleagues, customer satisfaction, service operational delivery and the financial performance of the council. and the effective operation of the waste and civic sites.

Planning the work process in the most appropriate way will result in cost savings.

Resources

The post holder is responsible for the safe use and safekeeping of their non LGV vehicle, the safe use of 7.5t tipper & trailer, 25t forklift, JCB's, large plant and machinery and plant which includes welders, burning equipment, generators etc tools, PPE and where applicable IT equipment including mobile communications equipment. Vehicles provided are for the sole use of Council Business only.

The post holder will carry up to £40k of plant equipment and up to £10k of stock within the vehicle allocated to them. They are fully responsible for the safe keeping, monitoring and replenishment of these resources. The value of IT and phone equipment is approximately £500.

The post holder is required to complete vehicle checklist, drivers record log book, stock cards, workshop inspection records, container repairs records, timesheets, job sheets etc. and complete HAVS recording.

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 designated timescales/deadlines to meet contractual obligations. They are expected to make the assessment on site and inform the customer. If they are unable to complete the work they must inform management.

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

In emergency situations work out of hours to recover broken down machinery and where required make safe public areas.e.g. Broken railings due to RTA.

Can be called to assist other staff groups, depending on the operational demands of the service.

Due to the reactive nature of the job and to meet operational needs, the post holder will plan and prioritise repairs to meet the needs of the waste and civic sites.

The post holder is required to reprioritise their work load to accommodate emergency repair situations.

Required to complete planned maintenance within the agreed timescales.

Environment – Physical

This is an operational post and physical demands such as manual handling, carrying, bending, kneeling and generally working in awkward spaces are required as part of the job. Manual dexterity will be required when working under equipment and machinery.

Heavy lifting and positioning of metal gates, railings, signposts, fencing etc
Digging holes and mixing concrete to erect all of the above.

Manual handling of heavy engineering machinery.

Walking and carrying heavy equipment and materials to place of job which cannot be accessed with transport.

Working in awkward positions kneeling, bending, working on hands and knees when welding metal, working on waste containers, working in bin chutes and playground equipment etc.

Environment – Working conditions

- The post may require the blacksmith to work in conditions for long periods of time which could be: Constantly noisy from machinery, compactors and hydraulics.
- Extremely noisy, dusty and dirty due to conditions in the workshop and on waste containers and in the compaction area.
- Disagreeable and unhygienic conditions when exposed to rotting waste, pet excrement, sharps etc. Potentially exposed to a risk of infection.
- Working with power tools, welding equipment and vibrating machinery for the majority of the time.
- Outside in extreme weather conditions exposed to cold, wet and windy conditions.
- Extreme heat due to wearing heavy protective clothing when working with hot metal.
- Exposed to refuse waste and vermin.
- Exposed to vehicle fumes from waste vehicles, waste containers and public vehicles.

Care should be taken with the following:

- Movement of vehicles and plant in the waste and civic sites.
- Using power tools, machinery such as circular saws, grinders, pedestal drills etc.
- Working up ladders, on scaffolding and in confined spaces.
- Working in live traffic repairing street lighting and recovering breakdowns from the roadside.
- Using COSHH material.
- Working with welding equipment and hot metal.
- Can be exposed to abuse and challenging behaviour from the public.
- When working at height on scaffold, ladders and MEWP's

Knowledge and Skills

The post holder must have:

- An approved recognised trade qualification e.g. City & Guilds, SVQ level 3 or equivalent.
- CSCS Card.
- A full UK driving licence.
- Driver CPC for LGV's
- Health & Safety Abrasive Wheels Certificate
- Certificate in cable avoidance equipment
- Certificate in the Safety inspection of compressed gas cylinders and equipment
- Trained to the approved standard in the use of all types of welding and oxyacetylene cutting.
- Take part in council specific training e.g. Manual Handling, Working at heights, Abrasive Wheels, COSHH, Tower Scaffolding and Risk Assessment.
- Have a good knowledge of the Permit to work scheme.
- Be aware of the regulations regarding the operation and use of railway wagons (R.O.G.S.) Railway and Other Guided Transport Systems Regulations.

- Required to keep up-to-date on relevant changes in Health and safety Legislation and Guidance.
- Design and manufacture unique specialised heavy lifting equipment to be certificated and comply with LOLER Regs 1998 standards.
- Knowledge and ability to comply with H.A.V.s legislation. When using the H.A.V.s monitoring equipment.

And where required:

- Forklift licence.
- ALLAM
- PASMA certificate.
- ROSPA Inspection certificate.

Requires good communication and management skills for training operators in the use of equipment/machinery.

The post holder must be able to carry out detailed quotations of work to be carried out.

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

Ability to effectively plan workloads, identify areas of potential failure and take preventative action.

Be able to communicate technical information to customers and colleagues which is meaningful.

Be able to use a range of communication skills when dealing with challenging customers.

Flexibility is essential, together with excellent communication skills and the ability to communicate effectively with people.

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).