

Post title	Blacksmith (Road Services)
Division / Section	Planning and Transport
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

Major Tasks / Job Activities

Complete blacksmith related work across the council. 100%

During 6 months of the Summer

- Blacksmith tasks - 95%
- Signs - 5%

During the 6 months of the Winter

When not gritting:

- Blacksmith tasks - 95%
- Signs - 5%

When gritting:

Gritting can vary from up to 4-6 months of the period depending on the severity of the weather conditions.

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

Design and manufacture ornamental and heritage ironwork.

Cut aluminium to precise sign sizes using guillotine and fix backing channel using Bollhoff Self-piercing Rivetless machine.

Pop rivet sign plates into free standing frames.

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 walkways.

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

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.

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.

When required assist other trades.

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.

Where required participate in 'out of hours' emergency rota.

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.

The post holder may be asked to carry out a range of job activities associated with the installation and maintenance of signs and street furniture which generally will include:

Installing parking restriction signs, correx signs (temporary notices) and Temporary Traffic Regulation Orders for special events and road maintenance works.

Erection of Advance Direction Signs on high speed roads.

Responding to emergencies i.e. damaged signs, storm damages etc.

Erection of standard and wide based sign poles.

Place out/remove temporary 900kg concrete bases.

Utilise HIAB (lifting crane) for various Workshop tasks.

Setting up road closures including removing signs, legal notices and barriers.

Placing out and uplifting cones for parking restrictions associated with Events and weekly maintenance works i.e. Gully cleaning.

Drilling Corex signs and fitting cable ties.

Consistently producing work of a very high quality at a high productivity output level.

The adoption of safe working methods in relation to all operations whilst taking account of and avoiding damage to Public Utility apparatus i.e. Scottish Power live cables, Gas mains, Water mains etc.

The erection and removal of appropriate traffic management equipment (signs, cones and barriers) in accordance with Chapter 8 of the Traffic Signs Manual.

The safe use, routine maintenance and cleaning of all items of plant and transport under the post holder's control, including the reporting of defects.

Working with hand tools in the course of excavation and clearing; spreading and levelling; sweeping and cleansing; carrying and fetching; and erection, fixing and dismantling.

Providing support and assistance to other Workshop Operatives

Daily maintenance of depot including garage and storage areas, ensuring that they are tidy and clear of obstructions and safe at all times.

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.

Assess sign drawings and cut to precise sizes.

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.

Required to identify specialised equipment/tools/materials for each job.

The post holder may be required to carry out tasks alongside Sign Shop Operatives, Street Furniture Operatives, Painters, PLO's and Electricians.

The post holder may also be required to carry out tasks alongside Public Utility companies i.e. Scottish Power.

The post holder will:

Maintain a working knowledge of legislation governing the use of traffic management equipment (Chapter 8 of the Traffic Signs Manual)

Maintain a working knowledge of Road Services' Safe Working Methods.

Monitor local conditions and assess requirement for work methods, equipment, tools and materials to be amended in line with work requirements and recommend changes if required.

Carry out works as directed by Events Team to ensure all high profile events i.e. Hogmanay, Fringe Festival Fireworks, Marathon, Tattoo etc. run smoothly.

Work to critical deadlines

Have the ability to read, understand and interpret Plans and Public Utility drawings.

Monitor the performance of vehicles, tools and equipment and recommend solutions if problems arise.

Provide information when approached by members of the public on planned works and obtain contact details if issue not resolved.

Remain calm and polite whilst dealing with members of the public, including during difficult situations.

Undertake daily checks and routine maintenance of all items of plant and transport under the post holder's control, including the reporting of defects.

Monitor and record the use of vibrating equipment.

Record daily timesheet information and drivers' hours details.

Drive vehicles during periods of severe adverse weather, including gritter vehicles (with plough attachments) during winter maintenance operations.

Operate Power Tools, breakers, saws, drills, etc.

Multi-task on a regular basis to ensure that work is completed on time.

Drive vehicles requiring specialist driving skills and appropriate equipment and/or the operation of powered heavy plant, on a daily basis, as follows:

7.5 tonne vehicles with lifting crane attached
3 tonne tipper vehicle
Mobile Elevated Working Platform
Mechanical lifting equipment, e.g. HIAB (lifting crane), chains, slings, lifting eyes.
Power hand tools, e.g. hammer drills, Stihl saws, hammer breakers, vibrating poker for concrete, Cable Avoidance Tool (CAT).
Hand held tools, e.g. hammers, screwdrivers, ratchets, spanners, shifters, chisels, hacksaws, tin snips, spirit levels, etc.

Drive vehicles requiring specialist driving skills and appropriate equipment and/or the operation of powered heavy plant, as required, as follows:

Gritting vehicles, e.g. 7.5tonne, 3 tonne and mini tractors
Fork-Lift
Air compressors with hammer gun

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

The post holder will have daily contact with:

Senior Contract Engineer/Workshops Supervisor :

- Specification of new equipment
- Maintenance of equipment

Workshop Colleague:

- Co-ordinate the manufacture of signs
- Co-ordinate erection of signs

Internal / External Clients:

- Co-ordinate with client on changes and alterations on site

The post holder will also, as required, have contact with:

Material Suppliers:

- Taking delivery of materials

Police:

- Co-ordination of traffic control measures for Events and emergencies.

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.
- 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 Work Experience placement 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.
- Will take part in the evaluation of new equipment before purchase, and report to management on the most efficient and cost effective purchase.
- Decides whether specialist equipment is required.
- Risk assesses every job/task.
- Identify and progress any follow on work if required.
- Inform supervisor of any extended work periods which may impact on meeting future deadlines.
- If any activity in a property is improper it should be reported to a Supervisor.
- When on standby, how best to prioritise work.

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.

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.

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

Decide when it is appropriate to apply salt to roads and pavements (spot treatment).

Decide when it is appropriate to use sandbags during adverse weather conditions.

Resources

The post holder is responsible for the safe use and safekeeping of their 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. **Value of plant & stock £50k.**

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 a Work Experience placement, will assess competency, then allocate and check work on completion.

In emergency situations work out of hours 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.

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.

For the duration of the shift the post holder will be standing, stretching, working with hands above head and crouching whilst working on waste containers, working in bin chutes and playground equipment etc. Bending and stretching getting in and out of tower buckets while working on access platforms.

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.

The post holder is required to carry out their remit as set out in the Management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992.

Environment – Working conditions

The post may require the blacksmith to work in conditions for long periods of time which could be:

- Noisy, dusty and dirty due to conditions in the workshop and on waste containers.
- 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 all weather conditions exposed to cold, wet and windy conditions.
- Extreme heat due to wearing heavy protective clothing when working with hot metal.

Care should be taken with the following:

- 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.

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 (preferably a minimum of Category C1).
- 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.

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.

The post holder must demonstrate the ability to set and work to precise lines and levels.

The post holder must have experience in working at height.

The post holder shall also demonstrate the ability to consistently produce work of a very high quality, at a high productivity output level.

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).