



## Cumberland Council

### Post Specification

<b>Date</b>	<b>May 2022</b>
<b>Post Group Number</b>	<b>5858</b>
<b>Post Title</b>	<b>Area Lighting Supervisor</b>
<b>Job Family</b>	<b>Operations</b>
<b>Job Family Role Profile</b>	<b>OP10</b>
<b>Final Grade</b>	<b>11</b>

To be read in conjunction with the job family role profile

#### Service Area description

This is a key post within the Road Lighting Team which forms part of the Highways and Transport service within the Place Sustainable Growth and Transport Directorate.

The Road lighting team is responsible for the management and maintenance of approximately 35,000 road lights and illuminated signs contributing to the Council outcome:

- Health and wellbeing is at the heart of everything we do

#### Purpose of this post

- To manage a small team responsible for maintenance and provision of road lighting illuminated signs and other associated electrical street furniture. To ensure that all work activities are carried out with a focus on performance, safety and quality.
- To supervise multiple teams delivering road lighting maintenance and installation type work to given standards.
- The tasks will involve lantern and column replacement, minor improvements, reactive and proactive maintenance in accordance with the Road Lighting Management Plan.
- To ensure that all work activities are carried out with focus on performance, safety, and quality.
- To provide a point of contact for Parish and County Councillors and to respond to service request from highway users.

#### Key job specific accountabilities

- Planning and organising the work of the teams in accordance with programme requirements.
- To supervise team members to ensure quality of work.
- Assist the Street Lighting Officer in determining work programs.
- Monitoring and controlling the team's work to established standards, specification and budget.
- Identifying, requesting and organising the given resources to carry out the work programme effectively.
- Maintaining and submitting relevant records as defined by Cumbria County Council procedures.

- Responsible for implementing human resources procedures, including discipline, performance management and appraisals.
- Be willing to take part in the winter maintenance function or other out of hour's functions.
- Ordering the correct plant, equipment and materials for the programmed works.
- To carry out surveys and produce data for input into the appropriate asset management register.
- Carry out appropriate risk assessments and auditing the work to ensure compliance with health and safety procedures.
- Determining the data/actions required to assess and resolve highway lighting related problems.
- Financial management awareness to prepare work programmes and control expenditure.
- Providing advice on the application of legislation, regulation, policy and principals to both internal and external customers of the council.
- Compiling and delivering reports and information on work related issues and work programs.
- Carry out basic and detailed repairs to street lighting columns, networks and other illuminated equipment.
- Deal with enquires and complaints in accordance with established protocol and produce letters and reports as required.
- Liaise with stakeholders and other parties both external and internal to the council.
- Carry out investigations, test and repairs to the private street lighting cable network.
- Operate small plant and tools.
- Assist in other duties, which may reasonably be expected within the role.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervision of up to 15 members of operational staff</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Equipment - Plant equipment. Materials, small plant and tools. MEWP's and other associated street lighting vehicles.</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- A HND / HNC in Civil Engineering Or Relevant technical, vocational or part-professional qualification Or Over 5 years' experience in a highway lighting maintenance field
- Management qualification. (Desirable)
- Developing work programs to ensure maximum productivity.
- Management of physical resources including plant and vehicles.
- Understanding of political processes in a County Council setting.
- Extended knowledge of road lighting materials and equipment and their application.
- Extended knowledge of procedures and practices associated with road lighting maintenance and electrical installations.
- Knowledge of HR policies and procedures.
- Knowledge of road lighting maintenance standards.
- Development of precise project plans for road lighting works.(Desirable)
- Can demonstrate expertise in own relevant professional field.
- Managing a range of physical, financial and human resources in the context of road lighting maintenance.
- Proven experience in managing operational staff to deliver high performance.
- Experience in providing formal responses to service requests and attending site meetings.
- Extensive experience in ensuring compliance with all health and safety regulations.

- Experience of effective communication with councillors and stakeholders.
- Experience in the delivery of emergency call out service and night-time activities such as scouting.
- Extensive experience in determining the necessary resources required to complete a work program.
- Considerable experience of working in the relevant service area and of the business and the context in which it operates
- Experience of working with computer systems for the design and specification of road lighting schemes (Desirable)
- Experience in programme and budgetary management. (Desirable)
- Financial management experience and working with financial management systems (Desirable)
- Ability to draft reports and letters.
- Ability to manage and monitor budgets and programmes of work.
- Ability to work to deadlines and prioritise workloads.
- Ability to liaise effectively with people and bodies internal and external to the Council.
- Ability to manage performance in the appropriate way.
- Ability to manage to a high level of details paperwork associated with the operation of the teams.
- A flexible approach to work.
- Computer literate and ability to work with computer systems and Microsoft Office suite of programs.
- Self-motivating.
- Co-ordination and facilitation skills.

#### Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

#### Job working circumstances

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Exposed to minimal emotional demands.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Exposed to some lifting and carrying, i.e. small plant and machinery, containers etc.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Working mostly exposed to all weathers. You will be required to wear PPE. High exposure to waste, dirt, traffic etc. May be exposed to challenging behaviour.</li> </ul>

#### Other Factors

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