

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Hydrant Technician v3	JEID	D0013
Salary Grade:	G		
Team:	Water Department		
Service Area:	Warwickshire Fire and Rescue Service Water Department Park Road Bedworth		
Primary Location:	Wellesbourne Fire Station		
Political Restriction	This position is not politically restricted.		
Responsible to:	Water Officer		
Responsible for:	N/A		

#### Role Purpose

To ensure suitable water supplies are maintained and available for use when required during emergency responses by the Fire Service.

#### Role Responsibilities

Inspecting and testing hydrants - This is carried out by a routine or specified basis, checking repairs carried out by Water Authorities, and reporting on defects as appropriate.

Maintenance of Hydrants - Carrying out Category 1/ 2 repairs when necessary to ensure the hydrant is operational for Fire Service requirements.

Maintaining road side signage and markers - Fitting replacement posts and indication plates and locating hidden hydrants.

Undertake Category 1 repairs including renewing lid, resetting cover and frame, installing marker post and plate, relaying tarmac or surrounds located in the pavement or verge.

Undertake Category 2 repairs including digging out and rebuilding hydrant chamber,

renewing lid as necessary, re-washer of hydrant and repacking spindle gland.

Diagnostic testing of hydrants requiring pressure and flow checks.

New developments (both residential and commercial/industrial ) - To liaise with site/contract managers and refer to site plans/drawings for new sited hydrants and to check that required works have been carried out to a satisfactory standard.

Requisitioning and controlling inventories for tooling, equipment and spare parts.

Completing administration (paper and electronic) to record work carried out and relevant reports to record findings and actions.

Maintaining and updating databases which directly feed to frontline operational crews when responding to emergencies.

Review meetings with Water Officer.

Ensuring that the Service vehicle is kept in a satisfactory condition and that routine checks have been carried out.

Site Risk assessments - Carry out risk assessments of locations and site prior to any work being carried out and completing any suitable risk assessments if/when required.

Working to the regulations of New Road and Street Works Act 1991.

Preparation of site specific traffic management risk assessments to reduce hindrance to traffic flow across the county.

Traffic management including the use of Stop/Go signage as part of a team.

To use Service property, including computer equipment, for authorised purposes and in accordance with Service Orders and, where appropriate, legislation and maintain appropriate confidentiality.

Attend identified training courses as required.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Full clean driving licence	D
Experience of using a variety of hand and power tools	A/I
The ability to communicate confidently with a range of stakeholders using tact and diplomacy	A/I
The ability to work on own initiative using professional judgement	A/I

Team working skills	A/I
Able to lift heavy objects	A/I
Accurate record keeping	A/I
Basic IT skills	I/T
An appreciation of the rigours of working outside in all weathers for the majority of the working week	A/I
Experience of creating scene safety whilst working in the highway and a good level of understanding the requirements of the New Roads and Streetworks Act 1991	A/I
Three years previous experience in any of the following: Water network operative - distribution technician, leakage operative, network service technician or inspectors role, experience in the practical use and maintenance of hydrant installations, plumbing, or other technical engineering role with transferable skills	A/I
Willingness and capability to learn new skills specific to the role (equivalent to level three qualifications)	A/I

### Desirable Criteria

Assessed By:

Qualification under the New Roads & Street Works Act 1991 section 67 & 126 (units 1 - 6)	D
Experience of basic vehicle maintenance	A/I
Ability to read building and site plans	A/I
General knowledge of Microsoft Office to include Word and Excel	D/I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise

out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	