



Cumberland Council

Post Specification

Date	March 2021
Post Group Number	5464
Post Title	Traffic Management Technician
Job Family	Reg and Technical
Job Family Role Profile	RT7
Final Grade	7

To be read in conjunction with the job family role profile

Service Area description	
Highways Transport and Fleet Service	
Purpose of this post	
To be a member of a team in the relevant local area, involved in the preparation, design and processing of temporary and permanent traffic management schemes (including casualty reduction schemes and parking schemes), and undertaking accident data and inventory collection, to given timescales, costs and specification To provide basic technical advice and guidance to colleagues particularly in local areas in respect of specifications and standards for temporary and permanent traffic management	
Key job specific accountabilities	
<ol style="list-style-type: none">1. To carry out activities relating to surveys, design, and specification associated with the implementation of temporary and permanent traffic management schemes and measures, including casualty reduction, cycle-ways and parking schemes. Carry out duties using the computer systems and other available systems2. Obtain and evaluate accident data and other traffic management related data such as traffic signs, road markings, traffic regulation orders etc.3. Determining the data required to assess given problems and programmes or work, reviewing the analysis, and recommending solutions4. Provide basic technical advice and project advice to colleagues across the Highways and Transport service in respect of the activities undertaken5. To carry out surveys and produce data for input to the appropriate asset management register	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• Responsible for revenue and capital budgets up to £500,000 per annum.
Staff Management Responsibilities	<ul style="list-style-type: none">•
Other	<ul style="list-style-type: none">•
Essential Criteria - Qualifications, knowledge, experience and expertise	
Qualification/Training Relevant technical, vocational or part-professional qualification	
Relevant Experience Experience of working in a relevant technical team environment Letter writing and report writing experience	
Knowledge	

Knowledge of local government
Knowledge of construction contracts and traffic management or road safety principles
Knowledge of national highway design standards

Skills/Ability

Ability to draft reports and letters
Ability to manage and monitor budgets and programmes of work
Ability to work to deadlines and prioritise workloads
Computer literate and ability to use Microsoft Office Word and Excel
Ability to liaise effectively with people and bodies internal and external to the Council

Personal Skills

An effective communicator
To be self-motivating and be able to react and respond to the job demands
To be able to seek advice from other team members as appropriate
Able to work outside of normal office hours and attend evening meetings when required
Have a flexible approach to work
A proactive interest in self-development

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Minimal
Physical Demands	Normal
Working Conditions	No additional demands

Other Factors

- Ability to attend evening meetings when required
- Able to travel throughout the area