



## Cumberland Council

### Post Specification

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| <b>Date</b>                    | <b>February 2023</b>              |
| <b>PG Number</b>               | <b>5448</b>                       |
| <b>Post Title</b>              | <b>Senior Highways Technician</b> |
| <b>Job Family</b>              | <b>Regulation and Technical</b>   |
| <b>Job Family Role Profile</b> | <b>RT9</b>                        |
| <b>Final Grade</b>             | <b>Grade 9</b>                    |

To be read in conjunction with the job family role profile

#### Service Area description

Highways and Transport

#### Purpose of this post

- To work as a team member in the preparation, design and processing of highway improvement and maintenance projects, undertaking inventory collection, processing of adoption of highways, and winter maintenance activities to given timescales, costs and specification.
- To provide technical advice to colleagues in respect of relevant services

#### Key job specific accountabilities

1. To carry out activities relating to surveys, design, specification associated with highway improvement and maintenance projects and activities, undertaking inventory collection, and winter maintenance activities.
2. Carry out duties using the computer systems and other available systems
3. To carry out surveys and produce data for input to the appropriate asset management register
4. Provide technical advice and project advice to colleagues across the Highways and
5. Transportation service in respect of the activities undertaken
6. Planning and organising own work programme/s to meet given deadlines
7. Determining the data required to assess given problems and programmes or work, reviewing the analysis, and recommending solutions
8. Providing advice on the application of legislation, regulation, policy and principles to both internal and external customers of the Council
9. Inspecting and assessing compliance with Council policies and regulatory frameworks, and enforcing/assuring their application. Instructing parties to contracts relevant to area of work
10. Inspecting and assessing compliance with contract delivery and undertaking monitoring of expenditure
11. Compiling and delivering reports and information on work related issues, work programmes and Council initiatives
12. Issue work and instructions to contractors and other suppliers and organise coordination of activities with own team including collection of appropriate inventory information and updating of records. Carry out the collection and analysis of inventory information as part the asset management process
13. Produce performance and financial information in support of the relevant service
14. Assist with the organising and coordination of the work of the team

15. Taking responsibility for personal safety when undertaking activities especially on site and raising aspects of health and safety in so far as the postholder's area of work impacts on the health and safety of colleagues, parties internal and external to the Council and the general public
16. To relocate to and work within other functional teams as required to deal with work demands across the Highways and Transportation service
17. Produce designs, drawings, specification, contract documents including bills of quantities in respect of relevant projects
18. Contributing to effective team working
19. Supporting and guiding less experienced staff as required
20. Deal with enquiries and complaints in accordance with established protocol and produce letters and reports relevant to the issues raised
21. Liaise with stakeholders and other parties both internal and external to the Council
22. Act as an 'expert witness' on behalf Of the Council in relation to relevant aspects of the postholder's work
23. To maintain personal and professional development to meet the changing needs of the job, participate in appropriate training activities and encourage and support staff in their development and training
24. Work within relevant professional practice/standards/guidance as defined by a framework of Council best practice and procedures, as well as legislative guidelines

**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>• None</li> </ul> |
| <b>Other</b>                             | <ul style="list-style-type: none"> <li>•</li> </ul>      |

| Essential Criteria - Qualifications, knowledge, experience and expertise                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
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| <ul style="list-style-type: none"> <li>• HND or HNC in Transportation or Construction related background or equivalent</li> <li>• Associate Member of a professional body (Desirable)</li> <li>• Significant experience of dealing with the public or working in a Local Government environment</li> <li>• Significant experience of highway, transportation or construction design</li> <li>• Letter writing and report writing</li> <li>• Experience of Winter Maintenance (Desirable)</li> <li>• Knowledge of local government</li> <li>• Knowledge of construction contracts and highway maintenance activities</li> <li>• Knowledge of national highway design standards</li> <li>• Performance management.</li> <li>• Contract/partnership management.</li> <li>• Asset management, project, programme and risk management.</li> <li>• A clear understanding of the operations of the Highways and Transportation Service (Desirable)</li> <li>• Understanding Of political processes in a County Council setting (Desirable)</li> <li>• Knowledge of local political structures (Desirable)</li> <li>• Maintains an up to date knowledge of the relevant industry (Desirable)</li> <li>• Able to support the Council at meetings with councillors and outside organisations, communicate to effectively, both orally and in writing, in public, partnership, commercial and council settings.</li> <li>• Able to develop and maintain effective working relationships at all internal levels and externally with partners and others.</li> <li>• Direct staff and work as an effective team member.</li> <li>• Financial management.</li> <li>• Able to work under pressure and achieve deadlines.</li> </ul> |  |

- Able to work innovatively to develop more effective service delivery.
- A flexible approach to work. literate and ability to work with computer systems and Microsoft Office suite of programs
- Ability to work in a team situation and to motivate others. (Desirable)
- Ability to use design, asset management computer systems including Autocad (Desirable)
- Project, programme and risk management skills
- Ability to tackle issues from a conceptual/theoretical base
- 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**

- Minimal

##### **Working Conditions**

- Adverse Weather and out of hours working

##### **Other Factors**

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