

MORAY COUNCIL JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE :	Asset Co-ordinator (Asset)	DEPARTMENT :	Environmental Services
SECTION :	Direct Services - Roads Maintenance	LOCATION :	Ashgrove Road, Elgin
REPORT TO :	Roads Maintenance Manager	POST NO :	
GRADE :	9		

To be a member of a team responsible for managing and maintaining assets within road maintenance activities with particular responsibility for policy development, asset management planning, the development of service improvement plans & performance reporting within roads maintenance.

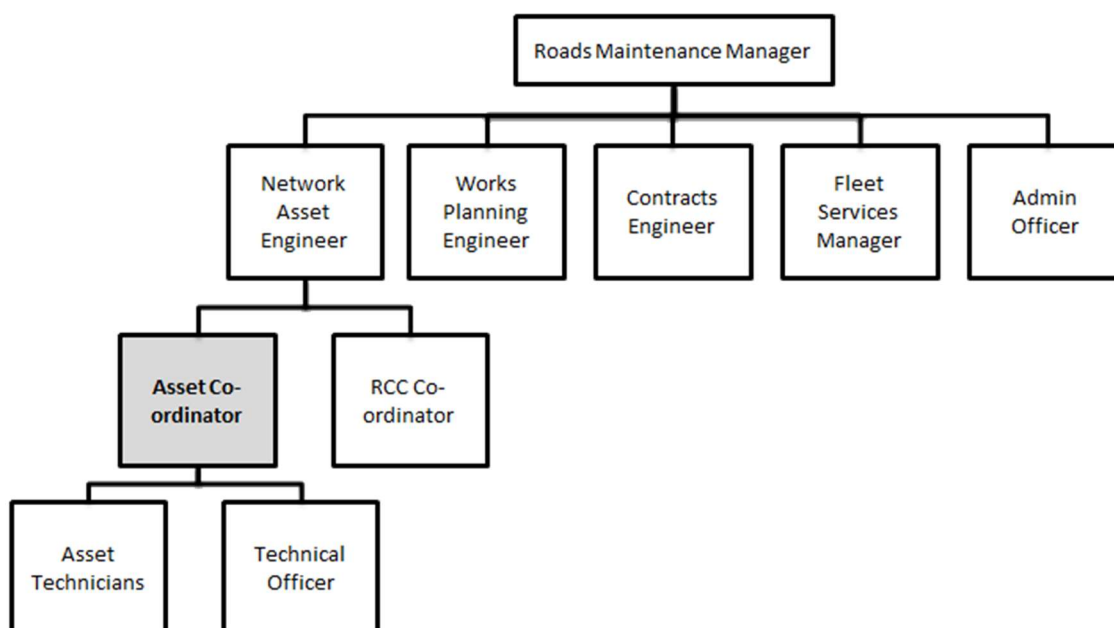
In addition, support services to the Roads Maintenance Manager and Operational Roads Maintenance Teams through the preparation, updating and distribution of various Roads Maintenance documents.

(3) MAJOR TASKS

- 3.1 Assist in the preparation, updating and distribution of various Roads Maintenance documents required for operational purposes.
- 3.2 Asset management of relevant asset groups including contributing to the development, monitoring and improvement of the Roads Asset Management Plan and related processes.
- 3.3 Assist in establishing and updating roads inventory in GIS and related computer based systems.
- 3.4 Assist with SRMCS and advise Engineering/Technical staff across roads Maintenance accordingly.
- 3.5 Assist in estimating, tendering, unit costing and financial reporting on in-house contractor in accordance with departmental procedures.
- 3.6 Assist Engineering/Technical staff including roads & lighting teams with target setting and performance monitoring
- 3.7 Assist in maintenance and compliance with Quality Management System.
- 3.8 Assist in maintenance, updating and distribution of documents in respect of Health and Safety at Work Policies and Regulations.
- 3.9 Maintain technical library.
- 3.10 Manage staff and allocate work.

(4) REPORTING RELATIONSHIPS

This job is highlighted



(5) DUTIES TYPICALLY INCLUDE

5.1 Assist in the preparation, updating and distribution of various Roads Maintenance documents required for operational purposes.

- 5.1.1 Assist in the review and updating of the Roads Maintenance Strategy Document.
- 5.1.2 Assist in the review, updating and distribution of the Roads and Footways Inspection and Assessment Plan.
- 5.1.3 Assist in the review, updating and distribution of the Winter Service Specification and Operational Plan.
- 5.1.4 Assist in the review, updating and distribution of the Roads Maintenance Specification and Operational Plan.
- 5.1.5 Assist in the review, updating and distribution of the Street Lighting Provision and Maintenance Plan.
- 5.1.6 Assist in the review, updating and distribution of the Roads Maintenance Emergency Plan.

5.2 Asset management of relevant asset groups including contributing to the development, monitoring and improvement of the Roads Asset Management Plan and related processes.

- 5.2.1 Support the upkeep of asset management plans in relation to road maintenance activities and associated improvement plans.
- 5.2.2 Undertake asset inspections and data capture regime in accordance with the relevant codes of practice.
- 5.2.3 Monitor asset condition assessments and forecasts.
- 5.2.4 Support the process of undertaking financial modelling exercises and associated data analysis to support future budget setting with Roads maintenance manager.

5.3 Assist in establishing and updating roads inventory in GIS and related computer based systems.

- 5.3.1 Assist in establishing roads inventory and inputting this in to GIS and other systems.

(5) DUTIES TYPICALLY INCLUDE

5.3.2 Update GIS and other related IT systems as roads inventory changes.

5.4 Assist with SRMCS and advise Engineering/Technical staff accordingly.

5.4.1 Monitor SCRMS returns and advise Engineering/Technical staff of areas in need of attention.

5.5 Assist in estimating, tendering, unit costing and financial reporting on both in-house and external contractor in accordance with Departmental and other Section/Department procedures.

5.5.1 Estimate and tender for in-house contractor, including preparation and evaluation of sub-contract enquiries where required.

5.5.2 Assist with unit costing.

5.5.3 Monitor and compare income and expenditure for in-house contractor works and report in accordance with departmental procedures.

5.6 Assist with target setting and performance monitoring.

5.6.1 Liaise with operational staff to determine output targets, monitor and report on performance

5.7 Assist in maintenance and compliance of the Quality Management System.

5.7.1 Assist in review of the Quality Management System, monitor and assist with the maintenance of relevant records required by Quality Management System for all works.

5.7.2 Generate and promote improvements to the Quality Management System.

5.8 Assist in maintenance, updating and distribution of documents in respect of Health and Safety at Work Policies and Regulations.

5.8.1 Review, update and distribute Risk Assessments.

5.8.2 Review, update and distribute Safe Working Practices.

5.8.3 Review, update and distribute Safety Manual.

5.8.4 Review, update and distribute Safety Handbooklet.

5.8.5 Monitor HSE requirements and bring relevant changes to the attention of Operational Teams.

5.9 Maintain Technical Library.

5.9.1 Review, update and maintain the existing technical library.

5.10 Manage Staff and Allocate Work.

5.10.1 Participate in planning meetings to determine Engineering/Technical staff including roads & lighting teams requirements, in respect of the above. Plan and programme work for the team.

The above is intended to provide a clear but concise statement of the present Major Tasks and Activities of the job. It is not an exhaustive list of all the detailed duties.

SIGNATURES AND ADMINISTRATION ONLY

Author's Signature :

Validator's Signature :

Postholder's Name :

Signature :

Supervisor's Name :

Signature :

MORAY COUNCIL PERSON SPECIFICATION

Post: Asset Co-ordinator (Asset)

Department: Environmental Services

Date Specification Completed: June 17

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	Experience in the design, administration and supervision of roads maintenance/construction works	Local government experience. Wider contract administration experience, Regulations, QMS..
(2) Education & qualifications*	HNC* in civil engineering with five years experience in roads maintenance / construction work.	HND*, Incorporated Engineer. Complete CPD record.
(3) Skills/abilities (general)	Excellent oral and written communication skills.	
(4) Skills/abilities specific to post*	Full driving licence (<i>for employees required to drive council vehicles - specific categories, beyond the standard vehicle driving licence, should be specified</i>) You will be expected to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the Service. Due to the rural nature of Moray this is normally undertaken by use of a car. Familiar with general purpose software packages	Familiar with Asset related IT systems and GIS software.
(5) Inter-personal & social skills	Flexible and adaptable. Team player. Well organised, helpful and able to show initiative. Ability to communicate successfully with a wide range of contacts.	Drive, enthusiasm and willingness to adopt to new ideas. Able to work on own initiative, innovative

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(6) Working environment & physical demands	Manual and physical dexterity for working out of doors. Able to work flexible hours as determined by site activities.	

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	YES /NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	YES /NO
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	YES /NO
Satisfactory pre-employment medical screening required?	YES /NO