

**MORAY COUNCIL
JOB DESCRIPTION**

(1) JOB IDENTITY

POST TITLE :	Principal Asset Programme Technician	DEPARTMENT :	Environmental and Commercial Services
SECTION :	Roads Maintenance	LOCATION :	Ashgrove Road, Elgin
	Network Asset Engineer		
REPORT TO :	9	POST NO :	
GRADE :			

(2) JOB PURPOSE AND WAY OF WORKING

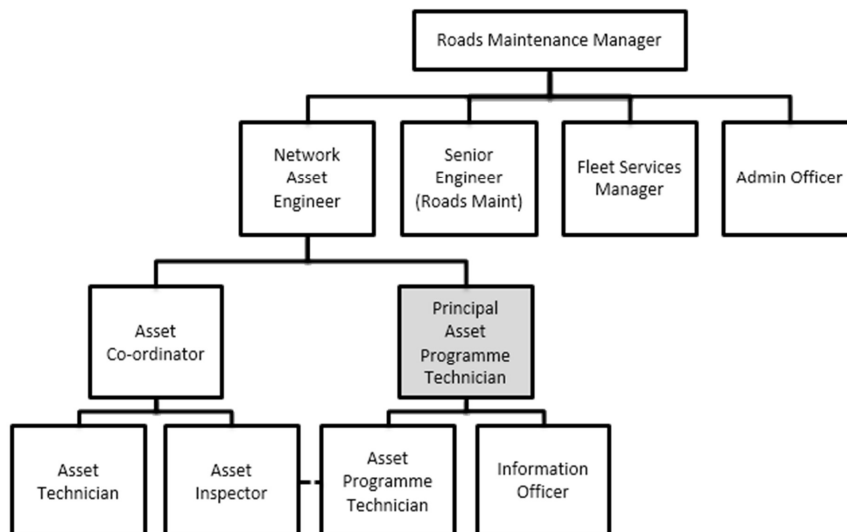
To support the Network Asset Engineer in ensuring that the strategic objectives of the functions associated within the roads maintenance service are delivered.

To be a member of a the team responsible for the preparation of Works Programmes, Design and Management of all Road Maintenance activities in Moray in accordance with the Roads (Scotland) Act (1984), other relevant legislation and various council policies

(3) MAJOR TASKS

- 3.1** Lead the Asset Programme team under the direction of the Network Asset Engineer (hereafter referred to as NAE)
- 3.2** Be responsible for the development of the operational service performance framework
- 3.3** Assist and advise the NAE on strategic policies and decisions
- 3.4** Preparation and monitoring of the Annual Capital and Revenue Maintenance Works Programmes
- 3.5** Design, procurement, supervision and measurement of works
- 3.6** Assist with compliance and maintenance of the Quality Management System
- 3.7** Inspection of Council assets
- 3.8** Information and reporting
- 3.9** Maintain computerised data management systems
- 3.10** Deal With service enquiries and complaints
- 3.11** Contribute to the process of dealing with insurance claims and civil/criminal action against the Council.
- 3.12** Manage staff and allocate work
- 3.13** Advise on new technologies and possible efficiencies.
- 3.14** Represent the Council at relevant meetings eg. SCOTS, APSE etc.
- 3.15** Participate in the provision of the winter maintenance service and emergency service in accordance with operational plans and procedures

(4) REPORTING RELATIONSHIPS This job is highlighted



(5) DUTIES TYPICALLY INCLUDE

- 5.1 Lead the Asset Programme team under the direction of the Network Asset Engineer**
 - 5.1.1 Report costs, budget position etc. and manage budget spend
 - 5.1.2 Document and report critical activity findings to the Service Management Team
- 5.2 Be responsible for the development of the operational service performance framework**
 - 5.2.1 Manage all areas of performance within the Asset Programme team including APSE/SCOTS returns and assist in the delivery of all key performance targets.
 - 5.2.2 Identify/address any service failures when they arise, and continue to promote continuous improvement within the service.
 - 5.2.3 Assist the NAE in operational & strategic matters, and help create an environment that responds positively to change.
- 5.3 Assist and advise the NAE on strategic policies and decisions**
 - 5.3.1 Assist and advise the NAE on new technologies etc. which may affect policies
 - 5.3.2 Assist and advise the NAE on proposed changes to policy etc. resulting from budget changes
- 5.4 Preparation and monitoring of the Annual Capital and Revenue Road Maintenance Works Programmes.**
 - 5.4.1 Coordinate and assist in the preparation of the annual Capital and Revenue Programme of Road Maintenance.
 - 5.4.2 Coordinate and monitor the Road Maintenance Capital and Revenue budget expenditure, and report on progress as required.

(5) DUTIES TYPICALLY INCLUDE

5.5 Design, procurement, supervision and measurement of works.

- 5.5.1 Coordinate the design, preparation and procurement of works as instructed by the NAE.
- 5.5.2 Measure and evaluate completed works.
- 5.5.3 Certify valuations for payment.

5.6 Assist with compliance and maintenance of the Quality Management System.

- 5.6.1 Ensure compliance and maintenance of records required by the Quality Management System for all works.
- 5.6.2 Generate and promote improvements to the Quality Management System.

5.7 Inspection of Council assets.

- 5.7.1 Coordinate and assist with ad-hoc inspections of Council road assets in accordance with the Roads (Scotland) Act (1984).
- 5.7.2 Advise the NAE on road maintenance and other relevant matters.
- 5.7.3 Enforce the Roads (Scotland) Act (1984), and serve notices if required.

5.8 Information and reporting.

- 5.8.1 Assist in the collection and logging of data in respect of the road network.
- 5.8.2 Assist in the preparation of committee reports as required.

5.9 Maintain computerised data management systems.

- 5.9.1 Manage the recording, maintenance and processing of road maintenance defects and instructions.
- 5.9.2 Manage the capture, verification, recording and updating of information.

5.10 Deal With service enquiries and complaints.

- 5.10.1 Manage the process of responding to service requests and complaints from members of the public, elected members and other bodies on roads related matters.
- 5.10.2 Monitor and assess the volume of service requests and complaints.
- 5.10.3 Where complaints are received they shall be investigated and an appropriate response provided. Thereafter, they will be responsible for taking action to prevent repeat complaints of this nature and informing the Roads Maintenance Manager of what action they have taken.
- 5.10.4 Improve communication within the service to ensure that colleagues and customers are kept informed of the programming and progression of works.
- 5.10.5 Attend Community Council and public meetings as required.

5.11 Contribute to the process of dealing with insurance claims and civil/criminal action against the Council.

- 5.11.1 Investigate claims, and prepare reports for insurers and legal representatives.

5.12 Manage staff and allocate work.

- 5.12.1 Participate in planning and programming meetings, plan and programme works including sub-contracts where required.
- 5.12.2 Liaise and co-ordinate with Roads Contract Co-Ordinators / Technical Supervisors as required.

(5) DUTIES TYPICALLY INCLUDE

5.12.3 Assist the Operations (Delivery) team with regards to setting out works on site, instruct and supervise the workforce and sub-contractors, monitor performance and unit costs, and analyse efficiency.

5.12.4 Compile site records.

5.12.5 Check and verify records compiled by others.

5.13 Advise on new technologies and possible efficiencies

5.13.1 Keep up to date with new technologies relating to roads maintenance and advise on possible efficiencies.

5.14 Represent the Council at relevant meetings eg. SCOTS, APSE etc.

5.14.1 Represent the Council at meetings etc. on roads matters when required.

5.14.2 Participate in the SCOTS Road Asset Management Planning project, including attendance at workshops and completion of tasks in relation to the road asset.

5.15 Participate in the provision of the winter maintenance service and emergency service in accordance with operational plans and procedures

5.15.1 A willingness to be trained and participate in out of hours duty rotas within the wider Roads Maintenance 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: Principal Asset Programme Technician

Department: Environmental and Commercial Services

Date Specification Completed: Aug 2020

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. Experience in managing staff and sub-contractors. Experience of managing budgets, preparation of estimates and budget setting in a construction background.	Local government experience. Wider contract administration experience, Regulations, QMS.
(2) Education & qualifications*	ONC/HNC* in Civil engineering or equivalent with experience in roads maintenance / construction work.	BSc/HND Qualification* in Civil Engineering
(3) Skills/abilities (general)	Excellent oral and written communication skills. Ability to work, on own initiative, to a strict timetable to meet deadlines Ability to manage a team with limited supervision to meet service targets.	Good negotiating skills.
(4) Skills/abilities specific to post*	Full driving licence 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 Microsoft systems and Roads related IT systems such as WDM. Ability to work under pressure when dealing with emergencies, and with unplanned and ever changing work priorities.

Commented [RA1]: I would leave that in ?

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	Familiar with general purpose software packages.	
(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. Coach and mentor others Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development techniques to develop and train staff. Drive, enthusiasm and willingness to adopt to new ideas. Able to work on own initiative, motivate & be innovative.	Drive, enthusiasm and willingness to adopt to new ideas. Able to work on own initiative, innovative.
(6) Working environment & physical demands	Manual and physical dexterity for working out of doors. Able to work flexible hours as determined by site activities.	

Commented [RA2]: This is repeated in the 'Desirable' column. ??

* 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