

MORAY COUNCIL JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE :	Asset Programme Technician	DEPARTMENT :	Environmental Services
SECTION :	Direct Services - Roads Maintenance	LOCATION :	Ashgrove Road, Elgin
REPORT TO :	Works Planning Engineer	POST NO :	
GRADE :	3 – 8 (Career Grade Framework in place)		

(2) JOB PURPOSE AND WAY OF WORKING

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

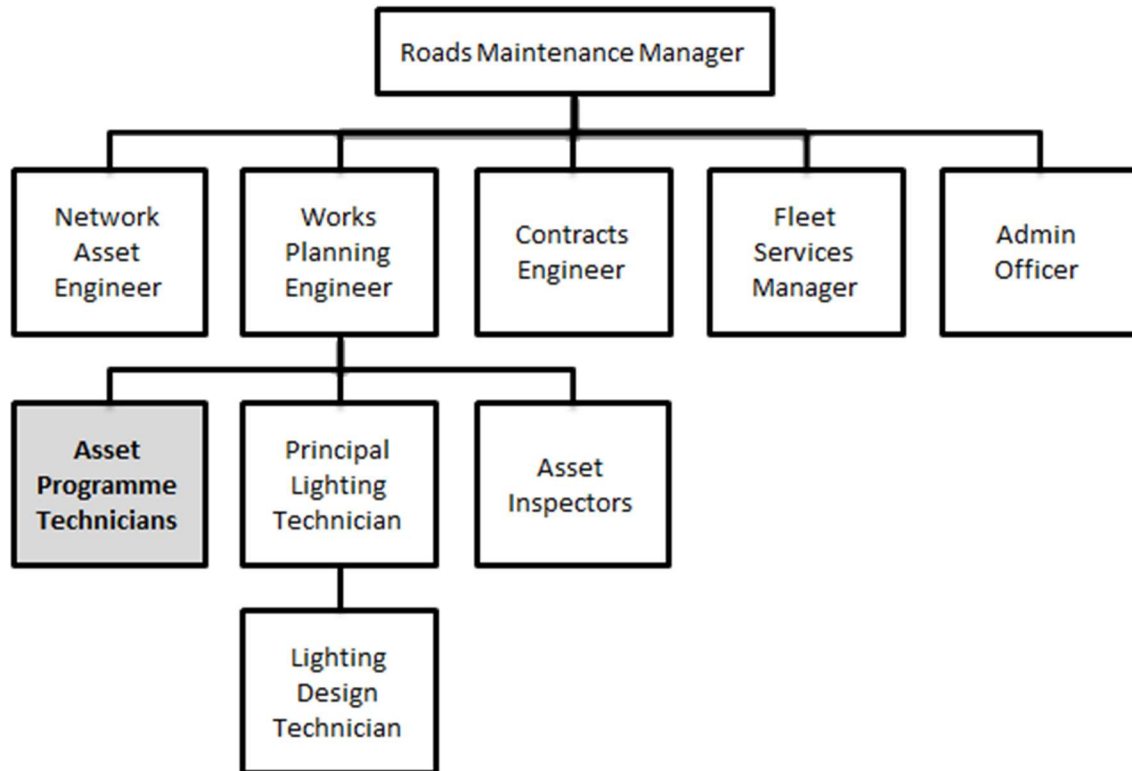
To contribute to the development and management of a high quality, efficient and effective roads maintenance service.

(3) MAJOR TASKS

- 3.1** Assist in the preparation and monitoring of the Annual Revenue Programme of Roads Maintenance on Council and Private Unadopted Roads and Capital Programme in relation to Roads Maintenance.
- 3.2** Undertake the design, procurement and supervision of Roads Maintenance Works in accordance with Departmental procedures.
- 3.3** Assist in estimating, tendering, construction and financial control on both in-house and external Contractor in accordance with Departmental and other section/department procedures.
- 3.4** Contribute to sourcing income generation opportunities for the roads maintenance service and support the process of bidding for one off funding opportunities.
- 3.5** Assist in compliance & the delivery on the requirements outlined within the New Roads & Street Works Act and associated codes of practice.
- 3.6** Assist in compliance and maintenance of Quality Management System.
- 3.7** Assist in compliance with Health and Safety at Work Policies and Regulations.
- 3.8** Assist in routine inspections of Council roads.
- 3.9** Information handling and Reporting.
- 3.10** Maintain computerised data management systems for Road Maintenance.
- 3.11** Deal with service enquiries and complaints relating to Roads Maintenance matters.
- 3.12** Manage staff resources and allocation of work

(4) REPORTING RELATIONSHIPS

This job is highlighted



(5) DUTIES TYPICALLY INCLUDE

5.1 Preparation and monitoring of the Annual Revenue and Capital Roads Maintenance Programme.

- 5.1.1 Assist in the preparation of the annual Revenue and Capital Programme of Roads Maintenance for Council and Private Unadopted Roads in area of responsibility.
- 5.1.2 Monitor the Roads Maintenance Revenue and Capital budget expenditure.

5.2 Design, procurement, supervision and measurement of Works.

- 5.2.1 Undertake the design, preparation and procurement of Works as instructed by the Works Planning Engineer.
- 5.2.2 Supervise completion of works to required specification and standards.
- 5.2.3 Measure and evaluate completed works.
- 5.2.4 Certify valuations for payment.

5.3 Estimating, tendering, construction, and financial control of in-house Contractor Works.

- 5.3.1 Estimate and tender for in-house Contractor, including preparation and evaluation of sub-contract enquiries where required.
- 5.3.2 Programme resource and supervise completion of works by in-house Contractor to required specification and standards.
- 5.3.3 Measure and evaluate works undertaken by in-house contractor, prepare and submit claims.
- 5.3.4 Monitor income and expenditure of in-house Contractor works.

(5) DUTIES TYPICALLY INCLUDE

5.4 Contribute to sourcing income generation opportunities for the roads maintenance service and support the process of bidding for one off funding opportunities.

5.4.1 Actively pursue other funding stream opportunities and be responsible for preparing one off funding bids.

5.5 Assist in compliance & the delivery on the requirements outlined within the New Roads & Street Works Act and associated codes of practice.

5.5.1 To ensure appropriate notices in respect of street works and statutory duties are undertaken in an efficient and effective manner.

5.6 Assist in Compliance and Maintenance of the Quality Management System.

5.6.1 Ensure compliance and maintenance of records required by Quality Management System for all works.

5.6.2 Generate and promote improvements to the Quality Management System.

5.7 Compliance with Health and Safety at Work Policies and Regulations.

5.7.1 Ensure that departmental Health and Safety Policy is implemented in respect of all works.

5.7.2 Ensure that all operations comply with Health and Safety Regulations.

5.8 Safety Inspections of Council Roads.

5.8.1 Assist and undertake inspections of Council roads in accordance with the Roads (Scotland) Act (1984).

5.8.2 Record roads maintenance defects.

5.8.3 Advise Works Planning Engineer on maintenance and other relevant matters.

5.8.4 Enforce the Roads (Scotland) Act (1984), service notices if required.

5.9 Information and Reporting.

5.9.1 Collecting and logging data in respect of the roads network.

5.9.2 Assist in the preparation of committee reports as required.

5.10 Maintain Computerised Data Management Systems.

5.10.1 Record, maintain, process and manage roads maintenance defects and instructions.

5.10.2 Undertake the capture, verification, recording and updating of information for Roads Maintenance inventory including private party apparatus.

5.11 Deal With Service Enquiries and Complaints.

5.11.1 Investigate and respond to service requests and complaints from members of the public, elected members and other bodies on roads related matters.

5.12 Manage Staff, Physical Resources and Allocate Work.

5.12.1 Participate in weekly planning and programming meetings, plan and programme works including sub-contract where required.

5.12.2 Assume the role of Agent/Contractor's Representative when required

5.12.3 Set out works on site, instruct workforce and sub-contractors, monitor performance and unit cost work, analyse efficiency.

5.12.4 Compile site records.

5.12.5 Check and verify records compiled by others.

(5) DUTIES TYPICALLY INCLUDE

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 Programme Technician

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	IT knowledge covering a range of packages and business systems relevant to the service area. Experience in the design, administration and supervision of roads maintenance/construction works.	Local government experience. Wider contract administration experience, Regulations, QMS. Knowledge of Roads and Public Utility Legislation.
(2) Education & qualifications*	ONC/HNC* in civil engineering or equivalent with experience in roads maintenance / construction work.	HND*, Incorporated Engineer. Complete CPD record.
(3) Skills/abilities (general)	Excellent oral and written communication skills. Ability to work, on own initiative, to a strict timetable to meet deadlines	Good negotiating skills.
(4) Skills/abilities specific to post*	<i>Full driving licence (for employees required to drive council vehicles - specific categories, beyond the standard vehicle driving licence, should be specified)</i> <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.</i> Familiar with general purpose software packages.	Familiar with Microsoft systems/ Highway related IT systems.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	Ability to identify and manage resources. An ability to identify problems explore different options and recommend appropriate solutions	
(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, 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.	

* 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**