

MORAY COUNCIL JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE :	Principal Technician (Delivery)	DEPARTMENT :	Environmental Services
SECTION :	Direct Services - Roads Maintenance	LOCATION :	Ashgrove Road, Elgin
REPORT TO :	Contracts Engineer	POST NO :	
GRADE :	9		

To support the Contracts Engineer (Delivery) and Roads Maintenance Manager in ensuring that the strategic objectives of the functions associated within the roads maintenance service are delivered.

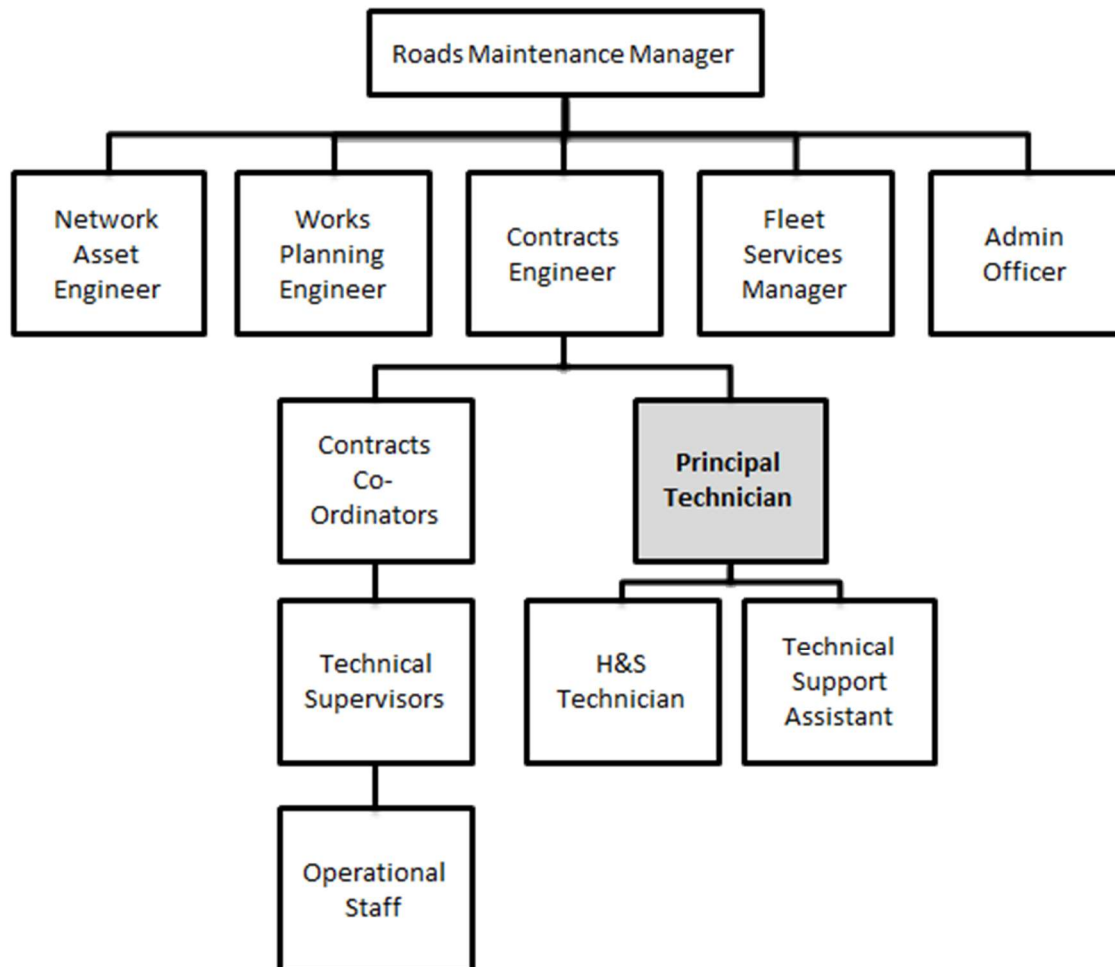
To support the Contracts Engineer (Delivery) and Roads Maintenance Manager in developing and implementing service improvement initiatives through information technology and Business Process Re-engineering. Carry out a range of projects as defined by the Service Management Team to bring about continuous service improvement across the roads maintenance service

(3) MAJOR TASKS

- 3.1** Assist in the preparation, updating and distribution of various Roads Maintenance documents required for operational purposes.
- 3.2** To be responsible to the Contracts Engineer for the management of service critical activities.
- 3.3** To be responsible for the development of the operational service performance framework.
- 3.4** Assist Contracts Co-Ordinators in estimating, tendering, unit costing and financial reporting on in-house contractor in accordance with departmental procedures.
- 3.5** Assist Engineers with target setting and performance monitoring
- 3.6** Assist in maintenance and compliance with Quality Management System.
- 3.7** Manage maintenance, updating and distribution of documents in respect of Health and Safety at Work Policies and Regulations.
- 3.8** 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 Service plans and strategy documents.
 - 5.1.2 Assist in the review, updating and distribution of the Winter Service Specification and Operational Plan.
 - 5.1.3 Assist in the review, updating and distribution of the Roads Maintenance Specification and Operational Plan.
 - 5.1.4 Assist in the review, updating and distribution of the Street Lighting Provision and Maintenance Plan.
 - 5.1.5 Assist in the review, updating and distribution of the Roads Maintenance Emergency Plan.
- 5.2 To be responsible to the Contracts Engineer for the management of service critical activities.**
 - 5.2.1 To ensure that all fleet and plant are safely maintained, logged and utilised effectively and to be responsible for monitoring performance in this area in conjunction with Fleet Manager and Supervisors.
 - 5.2.2 To produce regular reports and registers detailing all plant and assets in conjunction with Fleet Manager and Supervisors.

(5) DUTIES TYPICALLY INCLUDE

- 5.2.3 To ensure that all procurement activities are carried out in accordance with the Council's procurement policies and to control the purchasing and storing of materials/equipment.
- 5.2.4 To document and report critical activity findings to the Service Management Teams.
- 5.3 To be responsible for the development of the operational service performance framework.**
- 5.3.1 To manage all areas of performance within the Delivery operational arm and make sure that key targets are met.
- 5.3.2 To identify/address any service failures when they arise and continue to promote continuous improvement within the service.
- 5.3.3 To assist the Contracts Engineer in operational & strategic matters and help create an environment that responds positively to change.
- 5.4 Assist Contracts Co-ordinators in estimating, tendering, unit costing and financial reporting on both in-house and external contractor in accordance with Departmental and other Section/Department procedures.**
- 5.4.1 Estimate and tender for in-house contractor, including preparation and evaluation of sub-contract enquiries where required.
- 5.4.2 Assist with unit costing.
- 5.4.3 Monitor and compare income and expenditure for in-house contractor works and report in accordance with departmental procedures.
- 5.4.4 Liaise with Accountancy on all Roads Maintenance financial and monitoring statements.
- 5.4.5 Investigate any discrepancy or variance in profit/loss accounts.
- 5.4.6 Assist Contracts Engineer in the preparation of annual budgets and reviews.
- 5.5 Assist with target setting and performance monitoring.**
- 5.5.1 Liaise with operational staff to determine output targets, monitor and report on performance.
- 5.5.2 To work in partnership with clients, promoting collaborative working and openness and transparency.
- 5.5.3 To feed into departmental initiatives and partnerships in support of customer facing / information management / e-government initiatives.
- 5.6 Assist in maintenance and compliance of the Quality Management System.**
- 5.6.1 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.
- 5.6.2 Generate and promote improvements to the Quality Management System.
- 5.7 Manage maintenance, updating and distribution of documents in respect of Health and Safety at Work Policies and Regulations.**
- 5.7.1 Review, update and distribute Risk Assessments.
- 5.7.2 Review, update and distribute Safe Working Practices.
- 5.7.3 Review, update and distribute Safety Manual.
- 5.7.4 Review, update and distribute Safety Hand booklet.
- 5.7.5 Monitor HSE requirements and bring relevant changes to the attention of Operational Teams.
- 5.7.6 Develop an H & S Improvement plan to ensure Roads Maintenance comply with appropriate legislation and regulations and promote throughout the service.

(5) DUTIES TYPICALLY INCLUDE

5.8 Manage Staff and Allocate Work.

- 5.8.1 Participate in planning meetings to determine requirements in respect of the above. Plan and programme work for the team.
- 5.8.2 Manage compliance with Transport Scotland Act (2005) legislation for all projects undertaken as work for roads purposes within Roads Maintenance.
- 5.8.3 Manage and record the procurement of in-house and specialist training requirements including development and implementation of vocational qualifications
- 5.8.4 Manage the handling of electronic works instructions between the planning and delivery teams

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 Technician (Delivery)

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	Extensive IT knowledge covering a range of packages, including Microsoft word/excel/powerpoint, GIS mapping and business systems relevant to the service area. Extensive, demonstrable working experience in roads maintenance/construction work	Local government experience. Wider contract administration experience, Regulations, QMS..
(2) Education & qualifications*	HNC* in civil engineering	HND*, Incorporated Engineer. Complete CPD record.
(3) Skills/abilities (general)	Work directly with and influence service managers and in respect of service systems and business processes. Ability to work accurately paying attention to detail.	
(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 WDM and GIS software.

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 Well developed report writing skills. 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, 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.	

* 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**