

MORAY COUNCIL JOB DESCRIPTION

(1) JOB IDENTITY

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

(2) JOB PURPOSE AND WAY OF WORKING

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

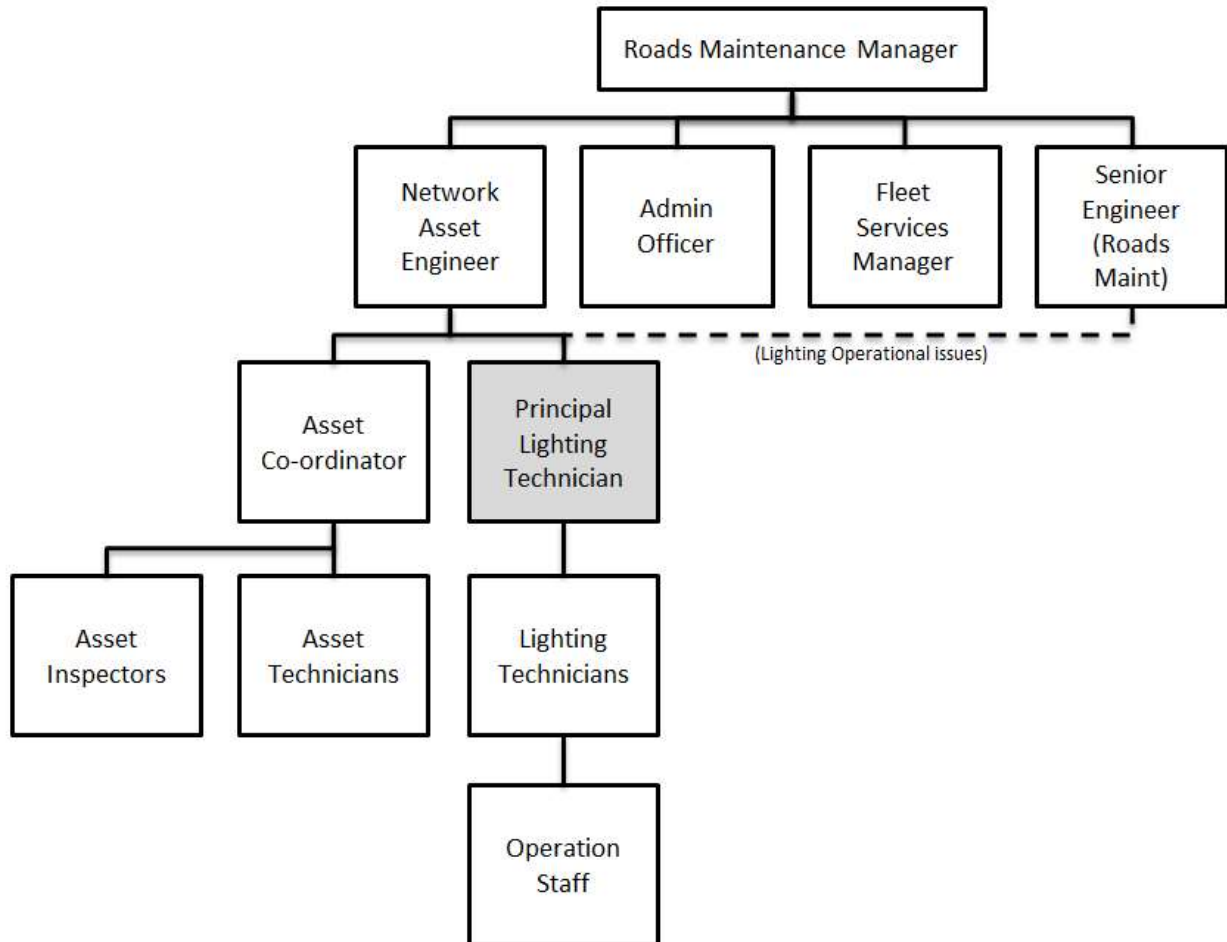
To be a member of a the team responsible for the preparation and on site delivery/supervision of Works Programmes, Design and Management of all Road Lighting and Traffic Sign Maintenance activities in Moray in accordance with the Roads (Scotland) Act (1984), other relevant legislation and various council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

(3) MAJOR TASKS

- 3.1** Lead lighting team under direction of Network Asset Engineer (hereafter referred to as NAE)/Senior Engineer (roads maintenance) (hereafter referred to as SE)
- 3.2** Be responsible for the development of the operational service performance framework
- 3.3** Assist and advise NAE on strategic policies and decisions within Lighting
- 3.4** Preparation and monitoring of the Annual Revenue and Capital Road Lighting Maintenance Programmes
- 3.5** Design, procurement, supervision and measurement of Works
- 3.6** Estimating, tendering, construction, and financial control of in-house Contractor Works and lead the small team to ensure appropriate Supervision of both in house and External Contractors
- 3.7** Assist in Compliance and Maintenance of the Quality Management System
- 3.8** Compliance with Health and Safety at Work Policies and Regulations
- 3.9** Inspection of Council Assets
- 3.10** Information and Reporting
- 3.11** Maintain Computerised Data Management Systems
- 3.12** Deal With Service Enquiries and Complaints
- 3.13** Manage Staff, Physical Resources and Allocate Work
- 3.14** Advise on new technologies and possible efficiencies within Lighting

- 3.15** Represent the Council at relevant meetings eg. SCOTS, APSE etc.
- 3.16** Participate in the provision of the winter maintenance service and emergency service in accordance with operation plans and procedures

(4) REPORTING RELATIONSHIPS **This job is highlighted**



(5) DUTIES TYPICALLY INCLUDE

- 5.1 Lead lighting team under direction of Network Asset Engineer and Senior Engineer (RM)**
- 5.1.1 Manage the daily operation of the Lighting design team & supervise frontline operational staff/sub-contractors, reporting to both the NAE & SE
- 5.1.2 Report costs, budget position etc. and manage budget spend
- 5.1.3 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 Lighting Design and Operational team including APSE/SCOTS returns and endeavour to delivery 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/SE in operational & strategic matters and help create an environment that responds positively to change.

(5) DUTIES TYPICALLY INCLUDE

5.3 Assist and advise NAE on strategic policies and decisions within Lighting

- 5.3.1 Assist and advise NAE on new technologies etc. which may affect policies
- 5.3.2 Assist and advise NAE on proposed changes to policy etc. resulting from budget changes

5.4 Preparation and monitoring of the Annual Revenue and Capital Road Lighting Maintenance Programmes.

- 5.4.1 Coordinate and assist in the preparation of the annual Revenue and Capital Programme of Road Lighting Maintenance.
- 5.4.2 Coordinate and monitor the Road Lighting Maintenance Revenue and Capital budget expenditure.

5.5 Design, procurement, supervision and measurement of Works.

- 5.5.1 Coordinate the design, preparation and procurement of Works as instructed by the Network Asset Engineer.
- 5.5.2 Manage and supervise the small lighting team on completion of works on site to required specification and standards.
- 5.5.3 Measure and evaluate completed works.
- 5.5.4 Certify valuations for payment.

5.6 Estimating, tendering, construction, and financial control of in-house Contractor Works and Supervision of both in house and External Contractors.

- 5.6.1 Manage estimation and tendering for in-house Contractor, including preparation and evaluation of sub-contract enquiries where required.
- 5.6.2 Programme resource and supervise completion of works by in-house Contractor to required specification and standards.
- 5.6.3 Measure and evaluate works undertaken by in-house contractor, prepare and submit claims.
- 5.6.4 Monitor income and expenditure of in-house Contractor works.

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

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

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

- 5.8.1 Ensure that departmental Health and Safety Policy is implemented in respect of all works.
- 5.8.2 Ensure that all operations comply with Health and Safety Regulations.

5.9 Inspection of Council Assets.

- 5.9.1 Coordinate and assist with ad-hoc inspections of Council lighting assets in accordance with the Roads (Scotland) Act (1984) and prioritise repair of lighting defects.
- 5.9.2 Advise Network Asset Engineer on lighting maintenance and other relevant matters.
- 5.9.3 Enforce the Roads (Scotland) Act (1984), and serve notices if required.

5.10 Information and Reporting.

- 5.10.1 Coordinate collection and logging of data in respect of the road lighting network.
- 5.10.2 Assist in the preparation of committee reports as required.

(5) DUTIES TYPICALLY INCLUDE

5.11 Maintain Computerised Data Management Systems.

- 5.11.1 Manage the recording, maintenance and processing of road lighting maintenance defects and instructions.
- 5.11.2 Manage the capture, verification, recording and updating of information for road lighting.
- 5.11.3 Manage the maintenance of lighting inventory records, including private party apparatus.

5.12 Deal With Service Enquiries and Complaints.

- 5.12.1 Investigate and respond to service requests and complaints from members of the public, elected members and other bodies on road lighting related matters.

5.13 Manage Staff, Physical Resources and Allocate Work.

- 5.13.1 Participate in planning and programming meetings, plan and programme works including sub-contract where required.
- 5.13.2 Liaise and co-ordinate with Roads Contract Co-Ordinators / Technical Supervisors as required on lighting works.
- 5.13.3 Set out works on site, instruct and supervise workforce and sub-contractors, monitor performance and unit cost work, analyse efficiency.
- 5.13.4 Compile site records.
- 5.13.5 Check and verify records compiled by others.

5.14 Advise on new technologies and possible efficiencies within Lighting

- 5.14.1 Keep up to date with new technologies relating to Lighting and advise on possible efficiencies.

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

- 5.15.1 Represent the Council at meetings etc. on Lighting matters when required.
- 5.15.2 Participate in the SCOTS Road Asset Management Planning project including attendance at workshops and completion of tasks in relation to the lighting asset.

5.16 Participate in the provision of the winter maintenance service and emergency service in accordance with operation plans and procedures

- 5.16.1 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 Lighting Technician

Department: Environmental 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 frontline operational staff and sub-contractors.	Local government experience. Wider contract administration experience, Regulations, QMS. Knowledge of Roads and Public Utility Legislation. Experience in Street Lighting and Traffic Signage Works
(2) Education & qualifications*	ONC/HNC* in Electrical or Civil engineering or equivalent with experience in roads maintenance / construction work.	HNC in Electrical Engineering Membership of the ILP
(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*	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 Microsoft systems/ Highway related IT systems such as Lighting Reality and WDM.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(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