# Job description questionnaire

## Job description

### Structure information

Job title: Highway Technician

Reports to job title: Highway Engineer

Directorate: City Operations

Division: City Infrastructure

Section: Network Management

Job identification number (JIN): 4332

### Job purpose

To provide specialist and technical support to the Highway and Drainage Engineers in the design, delivery and management of the city’s Highway Maintenance service, including delivery of capital and revenue schemes to improve the Highway asset on footways and carriageway.

To prepare detailed construction drawings and analyse data to ensure efficient maintenance of the Highway in the city by using autocad software and working with the Highway contractor to prepare technical specifications for works on the Highway.

### Principal accountabilities

1. Support the Highway and Drainage Engineers in monitoring the performance of the city’s Highway maintenance contractor to ensure they meet their obligations in repairing and delivering new works on the Highway.

1. Work with the Highway and Drainage Engineers to implement individual strands of project work that form, and are derived from, the Highway Asset Management Plan
2. Project manage and lead on the delivery of smaller scale works as part of implementing the Highway Asset Management Plan.
3. Analyse technical data to support the identification of schemes and use as evidence for the development of forward work programmes.

1. Specify and design carriageway and footway schemes to assist with the delivery of complex maintenance works, either as part of a S106 contribution or a capital project funded, to improve the road network.
2. Procure works using the technical specifications to allow the framework contractors to price works.

1. Actively engage with stakeholders, community groups, residents and local businesses on revenue and capital schemes to ensure that the local community is involved in scheme development and kept fully updated of project progress as appropriate.
2. Support the wider Highway Asset & Maintenance team with general correspondence from members of the public and elected members through the provision of specialist knowledge and expertise in a format that can be understood by a wide range of audiences.
3. Assist with, and contribute towards, the review and development of Council policies and guidance in relation to Highway maintenance.

### Health and safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

### Structure information

Job title: Highway Technician

Reports to job title: Highway Engineer

Directorate: City Operations Services

Division: City Infrastructure

Section: Network Management

Job identification number (JIN): 4332

### Essential criteria

#### Job-related education, qualifications, and knowledge

* Educated to NVQ level 3 or equivalent comparable level of knowledge and experience in highway maintenance
* Understanding of Highway issues and experience of working with stakeholders on transport issues
* Good knowledge of the political and legal context on UK local transport policies with understanding of the regional and national context
* Knowledge and understanding of local government procedures, responsibilities and obligations
* Knowledge of data analysis methodologies
* Knowledge of relevant highway codes of practice, including Specification for the Reinstatement of Openings in Highways (SROH) and Design Manual for Roads and Bridges (DRMB)

#### Experience

* Proven experience of working in a traffic, highway management or related environment with a good knowledge of sustainable transport issues
* Experience of supporting engineers in a technical environment
* Experience of using highway design software including autocad
* Experience of project management
* Working with a wide range of stakeholders

#### Skills and abilities

* Ability to liaise with outside organisations and promote the City Council’s policies on walking and cycling
* Good communication skills, both written and verbal, with the ability to communicate effectively and sensitively with people at all levels and from diverse backgrounds
* Ability to work with contractors, consultants and statutory undertakers.
* Good time management skills and the ability to work under pressure to tight deadlines whilst ensuring a high standard of service
* Ability to work on own initiative and with minimum of supervision
* Good IT skills including experience of Microsoft Office/Excel, GIS systems

#### Health and safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* Able and willing to work outside normal office hours as required e.g. to attend evening/ ‘out-of-hours’ meetings