

Job Description

Job title	Technician (Highway Operations)
Directorate	PLACE : Regeneration, Culture and Environment
Division	Highways
Range	MPR 3
Reports to	Senior Engineer (Highway Operations)

Main purpose of the job:

The post holder will be required to support the effective delivery of a range of technical services or functions of engineering area of expertise by providing a high quality technical service to Highway Operations, customers and/or other teams.

The role will entail providing technical assistance in the delivery of work programmes in producing site specific engineering information, including drawings, letters, submitting Streetworks Permits and other functions in relation to the service provided to support Highway Operations.

The post holder will be required to assist in the finance management of engineering area of expertise by processing invoices and raising orders and receiving payments for Highway services in order to contribute to efficient and effective provision of engineering services.

The post holder will be expected to manage own workstream and small projects within their area of expertise, supervise work undertaken by the contractors and subcontractors as well as Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

- < To assist in the delivery of specialist area for Highway Operations workstreams, such as enquires, preparing plans and detailed information and submission of permits
- To ensure invoices are processed in a timely manner
- Managing own workload and small scale projects to include the supervision of those works
- To provide positive contributions to the day-to-day delivery of the Highway Operations service area, supporting the all Highway Operations Engineers and Senior Engineer (Highway Operations)

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

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Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the <Senior Engineer (Highway Operations)>.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

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Person specification

All criteria at level A are considered essential unless stated otherwise .

Qualifications

Level A

- 4 GCSEs Grade 4 or above (including Maths and English)
- A Levels or equivalent in relevant subjects

Level B (in addition to level A criteria)

- Relevant AutoCAD qualification
- GIS skills

Level C (in addition to levels A and B)

- Relevant skills based qualification in specialist Engineering discipline
- Certificates relating to formal training in the operation and design of the service area or relevant equivalent.
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Knowledge

Level A

- ICT software packages such as Microsoft and other relevant packages including AutoCAD, Asset Management software and invoicing software

Level B (in addition to level A criteria)

- Demonstrable knowledge of the Streetworks permitting system

Level C (in addition to levels A and B)

- Highway software packages
- Have an understanding in relevant discipline including Highway legislation, design standards, guidance and policy, commensurate with experience.

Experience

Level A

- Ability to demonstrate the use of literacy, numeracy and ICT skills to complete a range of tasks such as writing letters, submitting permits, managing invoices and be able to communicate effectively.
- Ability to manage own workstreams

Level B (in addition to level A criteria)

- 2 years' experience working in a Highway Operations environment managing small projects
- Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice and regulations to scenarios relevant to highway operations
- Experience of preparing cost estimates from scheduled BoQ items
- Experience of processing invoices and raises orders, with associated debt recovery

Level C (in addition to levels A and B)

- Demonstrable experience in highway operations with relevant discipline experience (5 years' experience at equivalent level of responsibility)

Skills

Level A

- Competent user of standard ICT packages i.e. Word, Excel, Outlook and Powerpoint.
- Can demonstrate dexterity, co-ordination or sensory skills, where there is demand for precision in the use of these skills.
- To assist in the delivery of specialist area workstreams such as enquiries, and other relevant Engineering information

Level B (in addition to level A criteria)

- Demonstrates the ability to manage small individual highway related projects and workstreams.
- Competent user of AutoCAD to assist in the delivery of specialist area workstreams such as Engineering plans or other highway software packages
- Competent user of the finance system to process invoices.
- Demonstrates the ability to deal with periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures

Level C (in addition to levels A and B)

- Demonstrable ability to deal with low levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
- Developed organisational and communication skills with the ability to manage small work projects
- Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.