

JOB DESCRIPTION

Job Title: Highways Maintenance Technician

Directorate & Section/Unit: Lydiate Ash or Newlands Highway Maintenance Depot

Reporting to:

Management responsibility for: None

Supervisory responsibility for: (None)

Headcount and FTE of staff: N/A

Salary Grade: Scale 4 (within career grade 4-6)

Progression through the career grade is dependent upon successfully completing required qualifications, work appraisal and management discussion.

WCC Management Level:N/A

Number of Direct Reports: None

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- Customer Focus – Ensure delivery of a high quality service which meet the needs of customers.
- Can Do Culture – Be proactive to achieve excellence, finding solutions and creative ways of working.
- Freedom within Boundaries - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To assist Engineers and Senior Technicians in the design and delivery of highway maintenance schemes or minor programmes of work,
- To assist in the design and delivery of minor highway maintenance schemes.
- To develop and maintain effective partnership relationships with contractors and district offices.
- To assist with severe weather/emergency events.
- To investigate Public Enquiries, raise orders and order required highway works

Main Activities & Responsibilities at Scale 4:

- For works/schemes generally up to circa £25k in value:
- To assist in the design of planned maintenance schemes and prepare Works Orders with target prices.
- To oversee the work of contractors, checking materials and standards, and ensuring only allowable costs are paid.
- To check payments as appropriate and carry out appropriate administrative procedures.

- On major works, assist Engineers and Senior Technicians to ensure the requirements of the agreed contractors plan are met
- Design and deliver work for minor schemes (value up to £25k) ensuring scheme delivery in line with the contractors plan.
- Make site assessments and decisions in emergency or ad hoc situations related to safety and traffic flow, and prepare works instructions.
- To identify sign requirements, place orders and monitor installations.
- To carry out investigations into defective roads and drainage systems.
- To investigate complaints from members of the public and the emergency services regarding highway issues.
- To carry out road inspections and record and report findings as appropriate, and organise and deliver subsequent maintenance works.
- Monitor scheme expenditure

Additional Activities and Responsibilities at Scale 5

- To design and deliver work for minor schemes (value up to £50k) to the above requirements, to include target pricing and health and safety plans, ensuring scheme delivery in line with contractors plan.

Additional Activities and Responsibilities at Scale 6

- To design and deliver work for minor schemes (value up to £75k) to the above requirements, to include target pricing and health and safety plans, ensuring scheme delivery in line with contractors plan.
- To assist Engineers and Senior Technicians in the design and delivery of highway maintenance schemes or minor programmes of work, considering materials, whole life costing and budget allocated.
- To assist in the design of planned maintenance schemes and prepare Works Orders with target prices, considering technical standards and legislation.
- Monitor scheme expenditure to ensure allocated budget targets are achieved.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- The nature of the work requires duties to be undertaken which will involve lifting carrying and moving for which appropriate training will be provided. The post holder must be able to physically deliver these

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

- Internal: Principal Engineers, Engineers and staff across all directorates.
- External: Police, Fire, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, members of the public, volunteers.

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act