

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 02343

Service Area: Highways – Design Services

Grade: G3 – G7

Job Title: Career Grade Technician – (Traffic Signal Systems & Operations)

PURPOSE OF JOB:

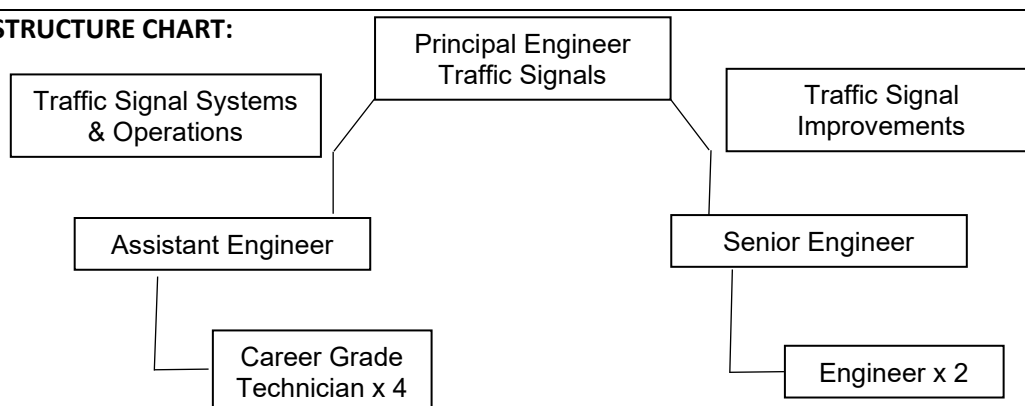
To effectively assist with network management activities through the operation of traffic signal control systems.

To investigate and provide an effective response to problems and incidents occurring on the highway network including effective response to traffic signal faults.

To prepare and maintain traffic signal information systems and records.

To liaise with the Traffic Signals and Highways Term Contractors and to organise minor traffic signal improvement works and maintenance works.

STRUCTURE CHART:



MAIN DUTIES: The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

1	To participate in the staff rota to provide cover for weekday UTM room duties between the hours of 07:30 – 17:30 to monitor and influence traffic flows and to manage traffic flows and to manage traffic signal faults through the operation of the SCOOT/UTC, STRATOS, RMS and CCTV systems.
2	To support a UTM room service as and when required to provide cover for special events outside normal working hours and over weekends.
3	To assist with the preparation of Works Orders, Bills of Quantities and Specifications for the procurement of minor improvement schemes and maintenance works through the

	Alliance Term Contracts ensuring compliance with statutory procedures, corporate regulations and standards, cost reporting, risk assessment and safety planning.
4	To assist with liaison with the Alliance Term Contractors over the procurement of works including method of working, timing and design (including early contractor involvement).
5	To assist with the supervision of minor improvement works and maintenance works to traffic signals installations on the existing highway network, including outside normal working hours and over weekends as and when required.
6	To assist with conducting observations at traffic signal installations including outside normal working hours and over weekends and making adjustments to timings.
7	Working and liaising effectively with contractors, emergency services, radio stations and outside bodies and participating effectively in partnership arrangements.
8	Participate in the handover and commissioning process for new traffic signal installations. Assisting in the preparation and completing as-built AutoCad drawings for traffic signal installations.
9	Supporting the management of systems of work through the maintenance of traffic signals system and installation records including supporting the Quality Management system through ensuring compliance.
10	As an employee, create a positive image of the County Council
11	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
12	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
GCSE in English, Maths and Science/IT	A	√	
Driving Licence	A	√	
Organisational & Administration skills	A & I		√
Good communication skills	I	√	
Written / presentation skills	A & I		√
IT skills & knowledge of Office software	A	√	
Willingness to undertake training & gain necessary qualifications	I	√	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.