

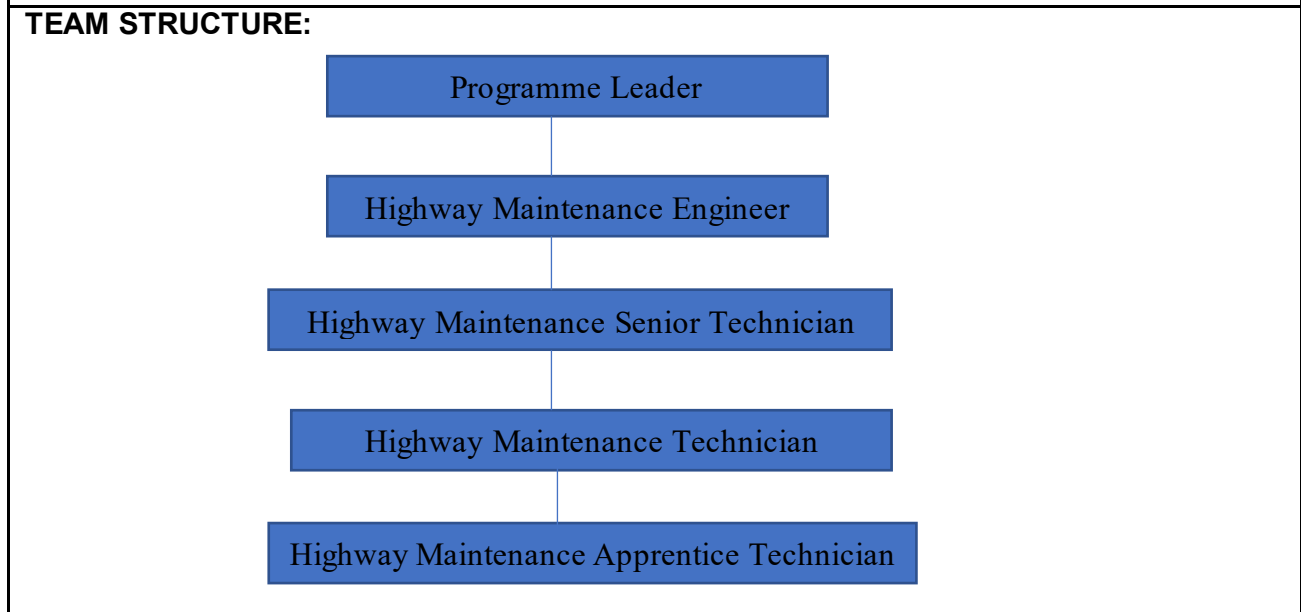
## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area: Place</b>	<b>Job Ref Number: 03267</b>
<b>Service Area: Operational Asset Management</b>	<b>Grade: G5</b>

**Job Title: Highway Maintenance Technician**

**PURPOSE OF JOB:**

To assist on the delivering the design and supervision of highway maintenance projects or programmes of work for Lincolnshire County Council. To include the coordination, communications, consultation, financial control, planning, design, construction and handover on completion of agreed schemes.



- MAIN DUTIES:**
- Design and supervision of highway maintenance schemes and programmes and achieving set deadline and supporting Programme Leader in the delivery of maintenance schemes.
  - Supporting the management of systems of work including the Quality Management through ensuring compliance.
  - Design and supervision of maintenance schemes to existing highway infrastructure, including site inspections and surveys, compliance with statutory procedures, corporate regulations, cost estimating and financial reporting. Making use of specialist computer software as appropriate.
  - Preparation of contracts and specifications for the procurement of maintenance schemes and procurement of highways contracts services through Confirm for Term Contract works
  - Working and liaising effectively with contractors, suppliers and outside bodies and participating effectively in partnership arrangements.
  - Participating effectively in the Business Planning process and collating, utilising and providing effective management information.

- Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams.
- Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working
- Maximising the impact of resources and value for money to achieve improved outcomes for the Council
- Ensure effective performance management to deliver outcomes in line with service delivery contracts
- Provide expert advice and guidance as appropriate for own area of expertise.
- Deliver a personal portfolio of projects and/or specific work
- Demonstration of the Council's Core Abilities (at the relevant level)
- Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers.
- Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting.
- Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators.
- Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.
- Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements.
- Ensure Council resources are optimised and utilised effectively and efficiently.
- Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
- Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
- Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
- As an employee, create a positive image of the County Council
- Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
- 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.
- 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.

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
<b>QUALIFICATIONS</b>			
The post holder would need to have some relevant experience in appropriate disciplines in at least one of a range of highway maintenance services, and would need to be qualified with a Specific Engineering qualification (e.g. B. Tec. National certificate or equivalent/relevant qualification). or Demonstrable level of skill/knowledge/experience in core competencies and appropriate level of technical skills in a highways related discipline. The	A I	E	

postholder will, following an individual skills assessment, be required to achieve the latter by obtaining a relevant academic vocational or professional qualification within an agreed timescale.			
Appropriate certification through the Construction Skills Certification Scheme (achieved in probationary period if necessary)	A	E	
IOSH or LCC equivalent Managing Safely Certificate (commenced in probationary period if necessary)	A	E	
Relevant management qualification	A		D
<b>SKILLS</b>			
Be innovative	A I	E	
Able to travel around the county (e.g. possess a driver's license)	A	E	
Collaboratively work in partnership with public, private sector partners, contractors and district councils	A I	D	
Customer care and interpersonal skills	A I	E	
Proactive in management of projects, focused on delivery to time, cost and quality	A I	E	
An experienced negotiator.	A I		D
An active problem solver	A I T	E	
Building own (and team's where relevant) relationships with colleagues across the organisation	I		D
Comfortable working with ambiguity and uncertainty.	I		D
Self-motivated and organised	A I	E	
Effective written English communication and comprehension	A T	E	
Effective verbal English communication	I	E	
Good numerical skills	A T	E	
Effective spatial awareness skills (including interpreting plans and technical drawings)	A	E	
<b>KNOWLEDGE</b>			
Knowledge of the Highway Engineering schemes and solutions of complex nature	A I		D
Knowledge and experience of the effective management / supervision of staff.	A I		D
Working knowledge of the roles under the CDM Regulations	A I		D
Specialist knowledge of relevant design standards, specifications, construction techniques and legal regulations relating to traffic services area.	A I		D
Relevant knowledge of specialist design, analysis and asset management IT systems and software	A I		D
<b>EXPERIENCE</b>			
Project Management experience in the delivery of highway works including risk management.	A I		D
Experience in design, maintenance, improvement, works supervision and asset management	A I	E	
Experience in managing budgets and financial reporting	A I		D

Experience in developing policies within an Asset Management Strategy	A I		D
*A = Application form Interview    T = Test/Assessment P = Presentation			
<p><b>GENERAL</b></p> <p>The post holder 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.</p> <p>The post holder is expected to work to the <a href="#">Lincolnshire County Council Core Values and Behaviours</a> and to carry out the duties in accordance with Lincolnshire County Council policies.</p>			
<p><b>Other Duties</b> - 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.</p>			
<p><b>Safeguarding</b> -. 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.</p>			