

Traffic & Network Technician

Grade 7

About the Service

The Traffic & Network Management Unit are responsible for the coordination and protection of the County's public highways network, this is a Statutory function that all Highway Authorities are required to undertake.

Duties include coordination of major project work, assessing applications for road works and street works taking place on the public highway from internal teams, private contractors and Utility companies, assessing applications for skips, scaffolds, and connections into existing utility assets. Other functions that help support the Network Management duty include managing and overseeing the on-street parking enforcement arrangement with Stoke City Council, regulatory services, such as delivering permanent and temporary Traffic Regulation Orders on behalf of third-party developers and internal teams and managing the administration of the Stafford town centre Staff Parking scheme.

All of the above ensures that we help protect the public highway asset and minimise and mitigate against delays on the highway network to allow traffic to flow as much as possible.

Reporting Relationships

Responsible to: Traffic & Network Inspections Manager

Responsible for: N/A

Key Accountabilities:

1. Assess, monitor and maintain records of highways licencing activities within or affecting the highway to ensure compliance with legal, technical and other regulations placed upon the Council as a Highway Authority.
2. To provide administrative support to the Traffic & Network Inspectors where required to ensure activities delivered through the highway authorities maintenance contracts meet the required technical standards/specification.
3. Minimise disruption to the highway network through day-to-day monitoring of highways licencing activity, undertaking inspections of work.
4. To proactively organise and prioritise individual workload within a geographical area to ensure that the required application assessments and site visits are efficiently carried out and completed.
5. Review and approve/refuse highways licences relating to skips/scaffolds/Mobile Elevated Working Platforms, oversails and vehicular access crossings to ensure safety legislation and code of practice is adhered to.
6. Undertake site visits and site assessments to ensure work is operating in a safe and legal way by advising worker on site and public safety.
7. Ensure temporary road closure diversions are appropriate and fit for purpose identifying potential congestion or safety concerns with the proposed diversion plans by undertaking site visits and route testing.
8. Provide technical advice and support to internal and external colleagues and organisations regarding highway licencing activities to educate and encourage compliance and to ensure correct advice is provided to applicants.
9. Attendance and input into industry & authority meetings to help drive compliance and improvement.
10. Assist the Inspector/Inspector Manager with investigations and enquiries by collating evidence and information(e.g. emails, photos).



11. Represent the council and the service in respect of claims against the authority related to highways licences including attendance at court when required.
12. To undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post and the operational needs of the department as a whole.

It may be necessary on occasion for the post holder to work outside normal office or contractual hours to meet the demands of the service provided.

Person Specification

Qualifications/Professional membership

- GCSE (including Mathematics and English) or equivalent level qualification / experience
- Hold or be willing to train to acquire required accreditation – LANTRA 12D (M7) as a minimum

Knowledge and Experience

- Working knowledge and experience of Microsoft O365 to include Outlook, Word, Excel, PowerPoint, Teams and SharePoint and use of tablet and applications
- An awareness of appropriate industry knowledge with reference to legislation such as Traffic Regulation Act 1984 and Highways Act 1980
- Understanding of the responsibilities of a highway authority
- Ability to work within relevant policies and procedures relating to on street parking enforcement and local agreements with AMEY operational control room
- Experience of working with customers / clients and interact effectively with a variety of people.

Skills

- Attention to detail
- Effective organisation skills with the ability to manage and prioritise workload
- Effective interpersonal, influencing and persuading skills
- Effective verbal and written communication skills with the ability to manage conflict
- Full clean UK driving licence

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.