

# Highway Maintenance Technician (Client)

## Grade: G8

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

#### **Directorate Purpose**

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the Council's Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help

Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

### **Service Purpose**

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire's Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

- Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership.
- Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality.
- Improving customer satisfaction with Staffordshire County Council and enhance its reputation.
- Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality.
- Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future.
- Keeping the network safe for all users, improving network resilience and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims.
- Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice.

**Role Purpose:**

As part of the Highway Maintenance Management client team the postholder will work with colleagues to ensure that appropriate systems, processes, and procedures are in place to enable the governance and audit of delivery contracts and then organise and carry out a programme of validations, audits, inspections and surveys designed to ensure highway maintenance activities are compliant with legal, technical and other regulations placed upon the Council to ensure the condition of the highway asset is protected and that non-compliant work is rectified.

The postholder will also identify and agree small programmes of work for routine highway maintenance including extent and type of repair, consultation and communication with highway users and other stakeholders, dealing with enquiries that arise and keeping local teams and members informed and provide technical advice and support to internal and external colleagues of specifications and codes of practice ensuring that contractors are aware of their requirements and informing them where further evidence of quality assurance is required.

**Reporting Relationships**

**Responsible to:** Highway Maintenance Engineer (Client)

**Responsible for:** None

**Key Accountabilities:**

1. Inspect, monitor, and maintain records of validations, audits, inspections, and surveys designed to ensure highway maintenance activities delivered through contracts, other commissioning arrangements and third parties are compliant with legal, technical and other regulations placed upon the Council to ensure the condition of the highway asset is protected.
2. Organise and carry out a programme of inspections of highway maintenance work during and after completion, to ensure activities delivered through contractual partners meet the required health and safety, environmental and technical specifications, liaising with the Staffordshire Highways Laboratory to ensure required materials testing is carried out in accordance with the Council's Highways Specification.

3. Identify and agree small programmes of work for routine highway maintenance including extent and type of repair, consultation and communication with highway users and other stakeholders, dealing with enquiries that arise and keeping local teams and members informed and assisting with the monitoring of spend.
4. Provide technical advice and support to internal and external colleagues of specifications and codes of practice. This includes ensuring contractors are aware of their requirements and informing them where further evidence of quality assurance is required.
5. Identify and prepare evidence/information on defects and non-compliances and oversee work to remedy defects.
6. To collate and present data and feedback relating to non-compliance to identify trends, prepare performance reports and statistics to enable the Highway Maintenance Management (Client) team to effectively manage contracts ensuring value for money, quality, safety, environmental and customer outcomes.
7. Maintain communications with colleagues within the team to ensure knowledge of the requirements for each site are known to tailor inspections to the needs of each location.
8. Engage with members of the public as required, specifically where workmanship or material is challenged, and agree and instruct remedial actions as required to ensure compliance with the specification.
9. To assist the Highway Maintenance Engineer (Client) in the development and implementation of appropriate systems, processes, and procedures by providing information and feedback to enable the governance and audit of delivery contracts.
10. To assist with the use of enforcement techniques for unauthorized activities or work on the highway network, if necessary leading to the serving of notices and formally representing the County Council.
11. To assist with the technical audit of cost management systems to ensure value for money is demonstrated.
12. Assist with the development of service (functional) specifications for Highway Maintenance taking insight from highway users, Members and other key stakeholders ensuring plans are in place to provide assurance that required levels of performance are being achieved, maintaining an awareness of the external environment in order that best practice can be adopted and developed.

## **Other Information**

This post is designated as a casual car user

The post holder will need to meet the travel requirements of the role locally

This post has no political restriction.

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.

## **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

### **People Management**

Engaging with People Management policies and processes

### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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








## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Educated to Level 3 e.g., HND or foundation degree in a relevant discipline e.g., civil engineering and/or</li> <li>Professional qualification at Technician Engineer (EngTech) level or</li> <li>Knowledge and experience equivalent to the standards published by the Engineering Council in the UK-SPEC at EngTech level.</li> </ul>	All A/I
  	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Demonstrable experience in overseeing site delivery of highway maintenance works.</li> <li>Understanding of testing requirements for highway maintenance works.</li> <li>Knowledge and understanding of highway maintenance specifications, and statutory requirements associated with highway maintenance.</li> <li>Experience of working in partnership with internal and external bodies</li> <li>Experience of communications with stakeholders, contractors and third-party organisations</li> <li>Experience of participating in multi-disciplinary teams</li> <li>Experience of contract and performance management with providers to deliver services.</li> <li>Experience of working with parish and district councils, elected members, community groups, businesses and other organisations.</li> <li>Experience in working in multi-disciplinary teams.</li> <li>Commitment to continuing technical and professional development and competency.</li> </ul>	All A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>Able to use Microsoft Office 365.</li> <li>Proven communication skills be able to articulate information effectively and confidently to colleagues, partners,</li> </ul>	All A/I

	<p>stakeholders and service users, both verbally and in written communications.</p> <ul style="list-style-type: none"> <li>• Ability to problem solve, evaluating and investigating issues and generating practical solutions.</li> <li>• Political awareness</li> <li>• Ability to prioritise and adapt to change</li> <li>• Demand management skills</li> <li>• Financial and budgetary skills</li> <li>• Commitment to continued professional development</li> <li>• Representational, persuasive and negotiating skills</li> <li>• Able to undertake visits to construction sites.</li> <li>• Current valid UK driving licence.</li> </ul>	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300