

Job Description

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties. The wider generic role profile is set out in Section B.

Role Details

Job Title:	Technical Assistant	JEID	EN001
Salary Grade:	Scale G		
Team:	County Highways South		
Service area:	Communities		
Primary Location:	Old Budbrooke Road, Warwick, CV35 7DP		
Political Restriction:	This position is not politically restricted		
Responsible to:	Client Manager and Locality Team Leader		
Responsible for:	A range of highway maintenance activities		

Role Purpose

Providing a front line service for road maintenance activities, issuing and control of highway licences. These duties will require daily interaction with customers that will include face to face meetings as necessary

Role Responsibilities

- Dealing with all stakeholders including the public, Parish & Town Councils, Councillors, other Councils, Emergency Services, and other bodies.
- Liaising with other groups / teams within the County Council
- Making Emergency Temporary Traffic Orders within tight timescales (road closures)
- Assessing highway licence applications and issuing where appropriate, - e.g. skips, scaffolds, building materials, street café tables & chairs etc
- Monitoring and dealing with issues relating to, shop trade displays, A Boards, illegal advertising
- Collating information that will assist with recharging for damage caused to the public highway
- Helping to instigate Legal Orders such as Stopping Up Orders and Temporary Traffic Regulation Orders
- Judge on site whether licence applications meet with the Council's specification and Policy, and monitoring of existing licences for compliance
- Assessing applications for Disabled Bays and Vehicle Access Protection markings and where applicable instigate installation
- Update records and electronic filing systems
- Responding to public enquiries and complaint, and this may include face-to-face meetings
- Attend site visits and undertake inspections as necessary throughout South Warwickshire. A

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mileage allowance is payable to users of private vehicles.

- To undertake any other relevant and appropriate duties and responsibilities commensurate with the post as required to ensure that the service is run in a flexible and efficient manner or as directed by the Client Manager and Locality Team Leader
- Providing support to Locality Officers where applicable.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Engineer – Level 1
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Main Tasks

- To work under the close supervision of more senior officers, delivering simple projects, undertaking straightforward studies, investigations, inspections, assessments, audits and considering applications and claims, including the interpretation and application of technical and planning standards and legal requirements, provision of briefing notes / technical reports as necessary and to assist with the supervision of contractors and consultants undertaking simple routine work.
- To assist with the supervision of contracts and consultant commissions and support the development and supervision of a range of transport/ engineering schemes and projects, providing technical support / information including assessing construction risk and safety implication of proposals, completing CDM documents, issuing prequalification questionnaires to contractors and issuing works instructions.
- To assist with the monitoring of costs and budgets for transport projects or engineering works or other procured services.
- To undertake routine monitoring, maintenance and responsive activities across all disciplines, prioritising and arranging remedial actions as necessary *e.g.*
- addressing minor traffic management problems
- assessing the condition and safety of the highway
- dealing with minor street lighting works etc
- undertaking general bridge or site inspections
- To undertake a wide range of engineering or transport planning processes and procedures requiring checking, analysis, interpretation of information and interaction with stakeholders as necessary, including issuing of routine statutory notices and work required to support legal processes *e.g.*
- traffic Regulation Orders
- section 38 / 106 and 278 Agreements and other planning related matters
- highway licenses and 'stopping up' notices
- To undertake day to day maintenance and updating of records, registers, inventories, plans and other information to ensure that information, databases and contacts are accurate and complete, including the investigation and resolving of queries as relevant.
- To carry out straightforward planning or design for transport projects or engineering works using CAD or mapping software to produce drawings and plans with due regard to design standards, policies and regulations.
- Attend meetings to deal with straightforward issues, to provide information and advice and to obtain views of partners/ stakeholders and to provide support to more senior officers at meetings with elected Members, public and stakeholders, to undertake consultation, provide information and advice and answer routine technical and policy questions and assist senior officers with writing committee reports.

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- To deal with a range of routine customer enquiries complaints and associated correspondence, including the provision of advice and carrying out minor investigations as necessary e.g. responding to highways insurance claims.

Section C: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed by

NVQ Level 3 or equivalent in a relevant subject	A, I, D
The ability to independently interpret and analyse varied and complex information or situations.	A, I
The ability to communicate, in person and/or writing, complicated or sensitive information with varied audience.	A, I
Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD	A, I
To be able to use own initiative to respond independently to problems and unexpected situations	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I
Experience of contributing to the development of Engineering/Transport Planning Policies and Procedures	A, I
The ability to co-ordinate a number of elements within a project plan	A, I
The ability to travel effectively throughout the South of the County	A,I,D
A knowledge of IT systems and applications in office environment	A.I

Desirable Criteria

Assessed by

Evidence of commitment to continuing professional development	A, I, D
Lantra, sector 12d traffic management qualification	D

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Section D: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety, and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
Other (please specify):	Face-to-face contact with companies / contractors as necessary