

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	Prosperity, Development and Frontline Services
Division:	Highways and Streetcare
Section:	Infrastructure Asset Management
Sub Section:	Structures
Post Title:	Senior Technician
Vision Post Number:	16315
Grade:	GR8
Responsible to:	Principal Engineer Structures
Posts Reporting to this Post:	None
Team:	Infrastructure Asset Management
DBS Required Level:	N/A
Location:	Sardis House, Pontypridd
Date of Description:	March 2021

KEY OBJECTIVES

To provide effective, efficient, responsive and high quality services in respect of the Infrastructure Asset Management Section of the Prosperity, Development and Frontline Services Group.

SPECIFIC RESPONSIBILITY

To make a positive contribution to the achievement of the objectives and performance targets as set out in the Business Plan for the Infrastructure Asset Management Section.



To assist in the further development of the Highway Asset Management Plan in respect of Highway Infrastructure.

To assist in the development, co-ordination and implementation of highway infrastructure programmes, including highways and structures.

To undertake the measurement of the Works, the processing of contractor's valuations and the preparation of final accounts.

To assist in the undertaking of surveys and inspections and update databases.

To assist in the undertaking of site investigations, appraisals and design, and production of contract documents, calculations and drawings using CAD for individual schemes and to liaise with other bodies as required.

To assist with ensuring compliance of design work with all statutory requirements including statutory undertakers procedures and all relevant Design and Safety Codes

To undertake site surveys as required for the preparation of drawings for highway infrastructure projects.

To update computerised mapping systems and databases.

To assist with the supervision, examination and monitoring, as necessary, of work carried out by Contractors/consultants with regard to contract requirements and authorised budget and programme.

To ensure compliance with all relevant legislation, regulations and other statutory obligations associated with highways infrastructure projects.

To respond to complaints, queries and requests for service in accordance with Council Policy and direction.

To ensure compliance with all relevant legislation, regulations and other statutory obligations associated with the highways infrastructure.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To respond to emergency situations at any time.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB



DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

***Protecting Children and Vulnerable Adults is a core responsibility of all staff.
All safeguarding concerns should be reported to the Cwm Taf Multi-Agency
Safeguarding Hub (MASH).***

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Qualified to ONC/OND level in Civil Engineering or a similar discipline</p> <p>Knowledge of highway infrastructure maintenance issues</p> <p>Knowledge of ICT.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Qualified to HNC/HND level in Civil Engineering or a similar discipline</p> <p>Knowledge of Highway Asset Management Principles</p> <p>Evidence of recent training and / or continuing professional development</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Experience in highway infrastructure maintenance</p> <p>Knowledge of CAD and GIS Systems</p>	<p>Knowledge of Highway Maintenance Systems</p>
COMPETENCIES	Technical, Specialist and Professional Competency Framework	

Working in Partnerships and Teams	Builds lasting, positive & supportive relationships with a wide variety of people Draws upon the best ideas of the team to provide the best services
Communicating Effectively	Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing). Cascades and shares information appropriately – on time and to the right people
Professional Expertise and Development	Demonstrates excellent practice and an extensive knowledge base in their own professional areas Understands and complies with external requirements, standards and benchmarks
Managing Resources	Plans well in advance to meet deadlines Anticipates problems and takes action to reduce the risk of things going wrong
Achieving Results	Takes pride in delivering high quality work for the benefit of Service Users. Meets or exceeds targets
Focusing on Service Users	Uses professional knowledge and expertise to raise standards of service for customers Sets clear and realistic expectations for customers.
Creating and responding to change	Engages with new ideas and looks for ways to make them work Contributes ideas to better manage systems, processes or practices.
Being accountable	Takes full responsibility for delivery of tasks
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	Ability to work in locations with limited accessibility / difficult access such as in watercourses, steep slopes, steep embankments and uneven terrain Able to work weekends and night time working for structural inspections and monitoring and site supervision as required. Able to travel independently around the County Borough