

1. **POST TITLE:** Senior Technician

2. **POST NUMBER:** 0057994

3. **GRADE:** Grade 7
Job Evaluation Ref. No. A6081

4. **LOCATION:** Your normal place of work will be County Hall, Durham.
However; you may be required to work at any council workplace within County Durham.

5. **RELEVANT TO THIS POST:**

Flexible Working: The Council's Flexible Working Hours Policy does apply to this post. The postholder may be required to work outside of normal hours.

6. **ORGANISATIONAL RELATIONSHIPS**

The post holder will be accountable to the Traffic Signals and UTMC Team Leader, will be responsible for more junior staff as directed, and will be supported and mentored to develop in the role by the service.

The post holder will establish good working relationships with a range of internal and external colleagues and partners.

7. **DESCRIPTION OF ROLE**

To provide support and technical assistance within the Traffic Signals and UTMC team with a particular focus on fault management and maintenance of traffic signals and Intelligent Transport Systems (ITS).

8. **DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST**

- Day to day fault management for Traffic Signal and Intelligent Transport Systems (ITS) and associated equipment, including operation of fault management, asset management and remote monitoring systems.
- Respond to complaints, queries and fault reports regarding traffic signals and ITS from senior and line management, colleagues, Elected Members, the general public and relevant outside bodies.
- Carry out site surveys and observations at traffic signal installations, including outside of normal working hours and over weekends, and making adjustments to controller parameters.

- Undertake assessments and compile reports on condition of traffic signals and ITS equipment including suggested improvement or maintenance work.
- Participate in the commissioning process for new, modified and refurbished traffic signal installations.
- Order works and authorise payments to contractors.
- Liaise effectively with colleagues, other County Council services, relevant outside bodies and external contractors to plan and carry out traffic signal and ITS works.
- Assist with design of traffic signal projects including junction modelling using Linsig software.
- Assist with preparation of traffic signal controller configuration data including testing using emulator software.
- Assist with design of Intelligent Transport System (ITS) projects.
- Assist with design of traffic engineering and traffic management projects.
- Produce engineering drawings using computer aided design software, together with cost estimates.
- Assist with the operation, maintenance and support of the County Council's Urban Traffic Management & Control (UTMC) system.
- Carry out site surveys and inspections, using specialised equipment.

The above list is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed.

9. COMMON DUTIES AND RESPONSIBILITIES

9.1 Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service's requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 Communication

To establish and manage the team communications systems ensuring that the Service's procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 Professional Practice

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service's stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 Health and Safety

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority's and the Service's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

SERVICE: Regeneration and Local Services

SERVICE GROUPING: Transport and Contract Services – Strategic Traffic

PERSON SPECIFICATION: Senior Technician (Grade 7)

	Essential	Desirable	Method of Assessment
Qualification	<ul style="list-style-type: none"> • BTEC HNC (or equivalent) in Civil Engineering or Electrical Engineering OR • Presently studying HNC or equivalent level in either subject. 	<ul style="list-style-type: none"> • Registration or Associated Membership of an appropriate Professional Institution. • Working towards Incorporated Engineer status. • IEE Wiring Regulations qualification. 	<ul style="list-style-type: none"> • Application Form • Selection Process • Interview • Evidence of Qualifications • Pre-employment checks
Experience	<ul style="list-style-type: none"> • Experience in a Highway or Traffic Engineering role involving the application of traffic engineering design principles OR • Experience in an Electrical Engineering role involving traffic signal maintenance or design. 	<ul style="list-style-type: none"> • Design and maintenance of traffic signals. • Design and maintenance of Intelligent Transport Systems (ITS). • Dealing with members of the public, Elected Members and officers of other organisations. 	<ul style="list-style-type: none"> • Application Form • Selection Process • Interview • Pre-employment checks
Skills/knowledge	<ul style="list-style-type: none"> • Ability to analyse and resolve complex technical problems and formulate a solution. • Ability to analyse information and identify risks. • Ability to communicate effectively both orally and in writing. 	<ul style="list-style-type: none"> • Ability to identify and solve problems by applying the principles of road and traffic design as set out in the current standards. • Knowledge of traffic signal systems and operations. 	<ul style="list-style-type: none"> • Application Form • Selection Process • Interview • Pre-employment checks

SERVICE:

Regeneration and Local Services

SERVICE GROUPING:

Transport and Contract Services – Strategic Traffic

	<ul style="list-style-type: none">• Good IT skills and competent in the use of Microsoft Word & Excel.• Ability to use AutoCad.	<ul style="list-style-type: none">• Ability to use specialist traffic signal design software such as Linsig and KeySignals.• Knowledge of the Traffic Signs Regulations & General Directions 2016.• Knowledge of the relevant sections of the design Manual for Roads & Bridges• Knowledge and understanding of Health & Safety Regulations.• Knowledge of electrical safety relevant to design, maintenance & installation of traffic signals and ITS systems.	
Personal Qualities	<ul style="list-style-type: none">• A flexible approach to work and a capability to work under pressure to deadlines.• Willingness to attend meetings, site investigations and commissioning of traffic signals & ITS systems outside of normal working hours and over weekends when required.• Self-motivated and able to work under own initiative, but in accordance with the priorities of the section.	<ul style="list-style-type: none">• Ability to work as part of a multi-disciplinary team.• Ability to develop ideas and concepts into projects.• Self-confident and reliable.	<ul style="list-style-type: none">• Application form• Selection Process• Interview• Pre-employment checks

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Prepared by:
Approved by:

Malcolm Sinclair

SERVICE: Regeneration and Local Services

SERVICE GROUPING: Transport and Contract Services – Strategic Traffic

	<ul style="list-style-type: none">• Current valid driving licence or means of mobility support.		
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