

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services, Environment and Culture		Service Area: Community Services, Highway, Transport and Design
JOB TITLE: Technician (Highway Assets)		
GRADE: G/H/I		
REPORTING TO: Principal Engineer – Highway Assets		
1.	JOB SUMMARY: To contribute towards the effective management of the highway infrastructure assets, developing and delivering a long-term infrastructure asset management plan.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	Assist the Principal Engineer and Asset Engineers with the responsibility for the effective, efficient, performance and management of the highway network.
	2.	Assist Principal Engineer, Engineer to formulate maintenance schedules based on sound condition data for all highway infrastructure assets.
	3.	Represent the Council at meetings/working groups as required and liaise and deal with queries from residents, local Ward Councillors and other stakeholders in an effective and timely manner.
	4.	Provision of professional advice regarding the authority's highway assets and communicate to a range of audiences, both orally and in writing.
	5.	Contribute where required in ensuring performance and standards relating to the highway assets, through review of the associated plans, policies and strategies, ensuring compliance with associated national guidance.
	6	Responsible for producing, compiling and implementing documentation required for effective management of the highway assets
	7	Manage and maintain the highway infrastructure asset management software system.
	8	Undertake duties as required working on a wide range of highway infrastructure related projects.
	9	Ensure compliance with Health and Safety legislation and in particular the Construction Design Management (CDM) regulations and requirements for risk assessment/management.
	10	Build and maintain relationships with external stakeholders (such as regional local Highway Authorities, associated contractors, statutory utility companies, National Highways, Framework Partners and Tees Valley Combined Authority).
	11	Work flexibly and undertake such duties and responsibilities commensurate with the grading nature of the post, including the participation as necessary in the Councils emergency plan and call out procedures.

	12	Contribute towards the management, maintenance and updating of software systems associated with highway asset management as required.
	13	Undertake such personal training as necessary to meet the duties and responsibilities of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated 2021




PERSON SPECIFICATION

Job Title/Grade	Technician (Highway Assets)	G/H/I
Directorate / Service Area	Community Services, Environment and Culture	Community Services, Highway, Transport and Design
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Minimum of 5 GCSEs of Level 4/C and above including Maths, English science subject. 	<ul style="list-style-type: none"> Experience of AutoCAD Educated to NVQ L3 or equivalent in relevant subject area 	Application form
Experience	<ul style="list-style-type: none"> Substantial demonstrable work experience in a directly relevant area. Experience in completing technical or numerical tasks to a high standard. 	<ul style="list-style-type: none"> Working in a political environment Experience in managing projects to set budgets and timescales. 	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Good written and verbal communication skills. • Ability to resolve problems and work on own initiative. • Excellent interpersonal skills and an ability to work with people from a range of organisations and backgrounds including liaising with senior colleagues within the council and senior representatives from other organisations. • Excellent interpersonal skills and positive attitude. • Political awareness, tact and sensitivity. • Ability to work independently. 	<ul style="list-style-type: none"> • Knowledge of relevant current legislation. 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. 	<ul style="list-style-type: none"> • Interest in extending level of knowledge 	Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to make site visits and inspections. • Able to travel independently across the Borough. 		

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services, Environment and Culture	SERVICE AREA: Community Services, Highway, Transport and Design
JOB TITLE: Technician (Highway Assets)	
GRADE: G/H/I	
JOB LOCATION / BUILDING: Municipal Buildings, Church Road, Stockton-on-Tees	
REPORTING TO: Principal Engineer (Highway Assets)	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.	X	
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	X	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	X	
Any Other: Please identify any other known risks associated with this job role. Working adjacent to live carriageways Working adjacent to high-speed road i.e. over 40mph Working on construction sites near moving plant	X X X	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date:

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk