

Highways Technician

JE Code: JE2003

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council** | |
| **Service** | Highways |
| **Reports to:** | Team Leader |
| **Job Family** | Professional/Technical |
| **Grade:** | F |
| **Political restricted** | N |
| **Date:** | 22 November 2022 |

**Key Deliverables**

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| **1.** | Produce a range of technical asset condition inspection reports accurately recording the condition of various types of assets to ensure the assets remain in a safe and functional condition in accordance with local and national guidelines, identifying the extent and severity of defects, appropriate work priority, remedial measures and cost estimates. |
| **2.** | Maintain and update in a timely manner accurate asset electronic inspection, maintenance and other asset data within or linked to the Councils Highways Asset Management System (Asset Management eXpert ‘AMX’) to ensure efficient asset management and effective works programming of the Highways Assets. |
| **3.** | Preparation of packages of work for minor or routine maintenance including site inspection, early contractor involvement meetings, planning works, statutory undertaker’s utility searches, preparation of design drawings, risk assessment documents, specifications and plans to enable accurate pricing of works and ordering works as directed. |
| **4.** | Monitor the quality and adherence to specification of minor or routine maintenance works during site activities to ensure works are carried out in accordance with the works brief, design drawings, specification and Standards. Inspection and sign off completed maintenance work as required. |
| **5.** | Liaise with colleagues within Highways, other service areas or Council Departments, members of the public and various stakeholders, contractors, and internal clients. Monitor and co-ordinate service area enquiries, identify appropriate actions, escalate as appropriate ensuring resolution of enquiries within set timeframes, update systems accordingly. |
| **6.** | Assist the budget and project managers with the production of monthly corporate project highlight and financial reports, service area project updates and monitoring of Highways Performance Indicators. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Educated to degree level or equivalent with an engineering or technical background |
| **2.** | Computer literate with a good knowledge of Word and Excel software packages and experience of asset data management, monitoring and running reports. |
| **3.** | Experience of performing, recording and interpreting inspections of highway assets including describing and categorising common defects likely to be identified in construction materials |
| **4.** | Knowledge of typical construction forms of highways assets, typical construction materials used and principal repair techniques for concrete, metal, masonry, and timber structures. |
| **5.** | Ability to plan and prioritise own workload to achieve service delivery objectives to meet ongoing customer expectations, ensuring service targets and deadlines are monitored and met within allocated budgets. |
| **6.** | Experience in the use and understanding of “Quality Systems” and Equal Opportunities in service delivery. |
| **7.** | Strong and effective communication skills, fluent in written and spoken English with the ability to prepare and present clear, informed reports and other written work for a variety of audiences |
| **8.** | Proven ability to respond to problems in a reactive manner, making immediate decisions and understanding when to escalate issues for decision making. |
| **9.** | Risk management and its application with the ability to identify and analyse risks. Understand the roles and responsibilities of all involved on construction and refurbishment projects as determined by the Construction (Design and Management) Regulation’s. |
| **10.** | Accountable for the use of systems and software in accordance with approved process and procedures. Responsible for scheduling, checking and accuracy of own inspection or maintenance works records input into the Highways Asset Management System. Able to work on own initiative and to take a pro-active approach to service delivery. |
| **11.** | Commitment to personal development, to include development plans, training and identification of opportunity. |



Job Family

Professional/Technical

Grade F

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role Characteristics

At this level with dedicated specialist qualifications or an equivalent level of direct experience in their particular field, job holders deal autonomously with complex issues, analysing and forming judgements about not only their own technical or professional specialism, but also the attendant resource, finance, planning and similar issues that combine to challenge the job holder.

### The Knowledge and skills required

The range of knowledge required for these roles includes an understanding of the policies and procedures across the specialist area in which job holders work, as well as a solid underpinning of technical knowledge gained through dedicated formal education.

Job holders will have been working within the specific field for a reasonable time, such that they have been exposed to many of the routine and more unexpected circumstances of their role.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, Planning and Communication

The situations and problems dealt with at this level will be increasingly complex, involving several information streams where analytical and judgemental skills will be needed to interpret information correctly and determine optimum solutions.

Job holders will have plenty of day to day issues to contend with, they will also need to plan some months ahead to achieve medium term objectives in such areas as project support or service development.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision Making and Innovation**

Job holders will have the autonomy to adapt specific approaches to better meet medium term objectives. They will be bound by the recognised procedural framework of their specialism as it is managed by the Council, but will decide when and precisely how duties are to be carried out. They will also deal with problems (often escalated to this level) for which there are no set-down routes to a solution other than broad service practice guidelines.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people whether external service users or partners, and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have only modest levels of responsibility for finance, information assets, equipment and/or premises.

Internal roles are likely to have this pattern reversed, with weightier responsibility for significant financial and non-financial assets, but less for the assessment of needs of individuals and groups.

Jobs will have supervisory responsibility for the work of others and will be accountable for the quality and timeliness of outputs, whether related to the work of internal teams or temporary external contractors, volunteers or others.

### Impacts and Demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The problem solving and decision-making elements of these jobs mean that job holders require lengthy periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions and conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other Professional Technical jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.