



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Traffic Systems Technician

Job Number:

Division: Transport & Highways

Post Number: D2858D

Team: Traffic & Network Management

Grade: 4

Location: One Friargate

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

Working across three specific Traffic and Network Management areas - Urban Traffic Management & Control Systems (UTMC), Traffic & Road Safety and Network Co-ordination, provide technical support and assistance with the day to day functions of the teams, which cover: reduction of traffic congestion by providing cover in the traffic control centre, dealing with faults relating to traffic signals and other intelligent transport systems, Urban Traffic Control Traffic Management, Road Safety, Street Lighting PFI, and Network Co-ordination.

You will be working closely with the respective team members, external consultants and contractors and will learn through association the duties and responsibilities of each area.

Main Duties and Responsibilities:

1. To assist in the operation of Urban Traffic Management and Control Systems (UTMC) to reduce traffic congestion, including providing cover in the traffic control centre and dealing effectively with faults relating to traffic signals and other intelligent transport systems.
2. To review and process footage of recorded parking and traffic contraventions and carry out the inputting and processing of data and digital images onto the Council's Penalty Charge Notice processing system.
3. To identify and capture potential parking and traffic contraventions using digital cctv enforcement systems.

4. To assist in the design, procurement, implementation, operation and maintenance of traffic signal control and other intelligent transport systems, including traffic monitoring systems, variable message signs, parking guidance systems and journey time monitoring equipment.
5. To assist in processing and recording New Traffic Regulation Orders (permanent and temporary), along with maintaining accurate records of existing traffic regulation orders, including associated legal and technical requirements, updating the Council's GIS map-based inventory of parking and moving traffic regulations as required.
6. To assist in traffic sign design and traffic management functions in accordance with statutory regulations to minimise any unnecessary disruption to the free flow of traffic on Coventry City Council's highway network including the movement of abnormal loads, roadworks and skip licensing.
7. To assist with the investigation and recording of requests for traffic measures, including disabled parking bays, enquires raised by elected members and the general public to address parking and other traffic management problems.
8. To produce appropriate reports and documents as required
9. Develop IT skills and become familiar with the software currently in use in the respective teams.
10. Develop and maintain effective partnerships within the City Council, neighbouring authorities, and with the public and private sectors as required.
11. Attend, as appropriate, meetings and forums to provide information and advice on relevant Traffic and Transportation matters relating to the work of the different teams.
12. To assist in the promotion of a customer focussed approach to service delivery through regular consultation and engagement with local communities, members, partners and stakeholders.
13. To be committed to personal learning and development in order to keep up to date with new legislation, procedures, techniques and research, in order to promote continuous improvement.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Team Leader

Date Reviewed: May 21

Updated: May 21



Coventry City Council

Person Specification

Job Title:	Traffic Systems Technician	Job Number:	
Division:	Transport & Highways	Post Number:	D2858D
Team:	Traffic & Network Management	Grade:	4
Location:	One Friargate		

Area	Description
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Knowledge:	Appreciation or knowledge of Traffic & Transportation and relevant Highway legislation including Traffic Regulation Orders
	Knowledge of the principles of good customer care
	Awareness of equal opportunities issues in the workplace and in service provision
	Knowledge and understanding of civil enforcement processes
	Awareness of the principles of Urban Traffic Management and Control

Skills and Abilities:	Ability to use and understand IT systems in an office based environment including basic CAD, GIS/MapInfo and MS Office programs.
	Ability to work to deadlines and work under pressure.
	Ability to produce clear concise written communications.
	Good verbal communication skills.
	Innovative and adaptable approach to solution finding.
	Ability to work as part of a team to achieve team goals

Experience:	It would be an advantage to have experience of working for or with Local Authority, but not essential.
	It would be an advantage to have experience of operating cctv systems but not essential.
	Experience of being part of a team, but also able to act under your own initiative.
	It would be an advantage if you had experience of data collection, recording and monitoring of data, but not essential.

Educational:	Good general education GCSE standard or equivalent in English and Maths

Special Requirements:	<p>Able to work outside normal office hours, as and when required by the service. It is essential for the UTMC technician role that the employee will be required to work 37 hours per week with the need to work 7am to 3pm one week and 10am to 6pm the next. On occasions there will also be a requirement to stay later than 6pm if there is a major incident on the road network that requires monitoring of traffic signals and manual management of the timings of the signals until traffic congestion is minimised. There will also be a requirement to work overtime as required to cover major events including pop concerts, sporting events and other events that involve some of the road network being closed and traffic diverted elsewhere.</p>
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Date Reviewed: May 21

Updated: May 21