



Coventry City Council

Job Description

Job Title:	Highways Technical Services Technician	Job Number:	
Service:	Highways	Post Number:	1023823
Location:	Whitley Depot	Grade:	4

Job Purpose:

Working across three specific Highway Technical Services areas including: Highway Maintenance, Flood Risk Management/Drainage and Structures to provide technical support for the development and delivery of the various maintenance schemes and associated tasks. You will be working closely with Project Engineers, the internal Highways Operations & development Team, external consultants and contractors.

Main Duties and Responsibilities:

- To assist with the design of maintenance and minor improvement schemes across the 3 service areas as described above in accordance with established design parameters including drawings, specifications and contract documentation to assist in the delivery of high quality services on time and to budget.
- To assist in the preparation of estimates and works orders for maintenance schemes.
- To assist in the preparation of Health and Safety information for schemes and to be aware of the latest requirements of CDM (Construction Design Management) regulations.
- To provide technical support throughout the design process and delivery stages.
- To have an understanding of budgets and assist with cost control and monitoring of costs.
- To assist in overseeing works on the highway network to ensure specifications are met and undertake joint measurements following works with contractors to ensure payments can be made to meet contractual obligations.
- Carry out onsite inspections of Highway Assets.
- To assist with the assessment of planning applications and new road infrastructure for acceptance by the Lead Local Flood Authority and Highway Authority.
- To respond verbally and in writing to enquiries from elected members, the public, contractors and statutory bodies etc. to meet the Council's aims and objectives, particularly with regard to the highways management and maintenance service.
- To assist with the preparation of reports as required.
- 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.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, 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: October 2020

Updated: April 2019



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Appreciation or knowledge of highway maintenance engineering and the management and maintenance of the highways network.• Appreciation or knowledge of the design, detailing, preparation and letting of contracts and construction supervision of highway maintenance schemes.• Appreciation or knowledge of the latest CDM (Construction Design Management) regulations• Appreciation or knowledge of current materials and specifications for Highway works.
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Skills and Abilities:	<ul style="list-style-type: none">• 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 communications skills.• Innovative and adaptable approach to solution finding.
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Experience:	<ul style="list-style-type: none">• It would be an advantage to have experience of working for or with Local Authority highways maintenance sector or of working with a Civil Engineering consultant or contractor at a similar level, 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.
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Educational:	5 subjects at grades 4- 9 achieved at GCSE level (Equivalent A* - C grades). Two of which must be English & maths. 3 A level passes or equivalent.
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Special Requirements:	Possession of a full current driving licence.
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