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| <b>Post title</b>             | <b>Transport Technician</b>                      |
| <b>Division / Section</b>     | <b>Place Development and Place Management</b>    |
| <b>Department</b>             | <b>Place</b>                                     |
| <b>Responsible To</b>         | <b>Transport Manager / Transport Team Leader</b> |
| <b>Number of post holders</b> | <b>1</b>   |
| <b>Acting up/ Secondment</b>  | <b>N/A</b>                                       |

#### **Purpose of Job**

To support and assist the Transport Manager / Senior Engineer / Senior Transport Team Leader in the effective delivery of a variety of transport maintenance and improvement projects through the provision of a comprehensive engineering, design and construction supervision service.

The post holder will operate in the parking development area within the Transport Service.

#### **MAJOR TASKS/JOB ACTIVITIES**

Develop and manage the implementation of roads and transport maintenance and improvement projects including:-

- Assist in contract administration and project management including preparation of drawings and specifications for maintenance, development and other work contracts, Bills of Quantities, lump sum, schedule of rates, works orders and tenders;
- Implementation and maintenance of a system for assessing prospective tenderers;
- Assist in the supervision, including site supervision, control and management of contracts;
- Ensuring compliance with Health and Safety legislation;
- Undertaken all work in compliance with the Departmental Quality Management System;
- Ensuring compliance with Departmental Policy/Standing Orders/Local Transport Strategy;
- Undertaking and/or managing preliminary and detailed design work e.g. road geometry and layout, road pavement structure, surface and ground water drainage systems, traffic signs and road markings. This will include: undertaking measurements, surveys, setting out or

preliminary studies; preparation of technical drawings/plans using bespoke IT packages (AutoCAD);

- The consideration of environmental implications of design and project implementation;
- Liaising, consulting and engaging with other sections/Departments, statutory undertakers, landowners and other stakeholders involved in or affected by a project;
- Inspecting, monitoring and supervision of construction works ensuring compliance with the specification; and
- Assist in the preparation of professional reports for both technical and non-technical readers.
- Community and schools road safety and active travel liaison within the Localities;

### **Supervision and Management of People (Numbers and type of staff)**

Supervision on average of between 10 and 20 contractor's staff.

### **Creativity and Innovation**

The post holder will identify innovative and creative ideas to improve methods of working and undertake problem solving/option appraisal and development. Typical applications are as follows:

- Understand problems and develop design solutions exercising engineering judgement;
- Identify solutions to issues/unforeseen circumstances as they arise during construction;
- Engaging with Contractors and Consultants to consider the use of new materials and methods particularly with regard to environmental issues and cost effectiveness;
- Piloting or trialling new techniques, methods or technology;
- Identify new initiatives and business opportunities, making recommendations to senior management to embrace the opportunities; and
- Consider and develop new working arrangements, systems and procedures.

### **Contacts and Relationships**

The post holder will be required to maintain good communication and work with management and staff from a wide variety of internal and external stakeholders, including:

- Other services within the Council;
- Contractors – discussing all aspects of proposed work, on-site monitoring etc.
- Public Utility representatives/Statutory Undertakers;
- Members of the public in dealing with enquiries, complaints, FOI requests.
- Community Council representatives to discuss potentially contentious issues;
- Elected members (Councillors, MSPs and MPs);
- Emergency Service representatives;
- Developers;

- Public Transport Operators and Infrastructure Providers (Bus Companies, Network Rail, etc.); and
- Other public bodies, e.g. Transport Scotland, SEPA, Spokes, Sustrans, SNH.

### **Decisions (Discretion)**

The post holder will be required to make engineering and design judgements and will be responsible for providing technical advice, solutions and recommendations to other parties. The post holder will also be responsible for deciding contractor compliance with work specifications, the need for remedial measures and related entitlement to payment

### **Decisions (Consequences)**

Decisions related to the design codes, statutory obligations and council procedures have serious implications in relation to public safety. Non-compliance with Health and Safety legislation could leave the Council open to prosecution if not correctly addressed.

Decisions taken by the post holder could have financial implications for the Council particularly in relation to contractual matters / negotiations on behalf of the Council.

### **Resources**

The post holder shall have shared responsibility for management of multiple scheme budgets (non-staff) in the role of Project Manager on smaller schemes ranging from £10k - £100k. The post holder shall have day to day responsibility for monitoring costs against budgets and reporting progress and expenditure, approving contract payments and payments for works orders/work packages. The post holder will be responsible for the care, proper maintenance and calibration of surveying equipment valued up to £10k.

### **Environment – Work Demands**

The post holder will be expected to prioritise competing demands of a complex nature that will impact on their job activities, responding effectively to the changing local demands impacting on the service within agreed resource constraints. The post holder will be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.

### **Environment – Physical**

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities. However it is anticipated that the post holder will spend a proportion of their time (between 60% and 70%) on site managing service delivery, engaging with staff, witnessing and experiencing, first-hand, services being delivered.

### **Environment – Working conditions**

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities. When on site, the post holder may be exposed to dirt, noise, a range of weather conditions and, potentially, working in live-traffic situations.

### **Environment – Work Context**

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required

### **Knowledge and Skills**

The post will require an HNC or equivalent in a related discipline or extensive knowledge and skills in that discipline to the extent that they can deliver the operational services and projects within that relevant discipline.

### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.