



# Role Profile

TECHNICIAN ENGINEER (PARKING MANAGEMENT)			
Reference No.	A4785	Type	Individual
Service	Roads and Transportation		
Job Family	Para Professional 5	Grade	FC7
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			
Assisting the Lead Consultant and Service Manager in the performance of their duties.			
Assisting in the allocation of resources where appropriate, design and procurement, site supervision, measurement and valuation of works, work performance calculations and the promotion of safe working practices, ensuring compliance with the Health and Safety at Work Act, particularly in respect of works carried out on roads related issues.			

Purpose		
To contribute to a successful parking management and enforcement service throughout Fife.		
Managing all aspects of public parking provision including technical civil engineering/road engineering input; coordinating car park maintenance; managing assets; supporting charged parking services; forward maintenance planning; assisting in coordination of events; managing leases for both management and use of car parks throughout Fife.		
Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 7, which includes HNC or SVQ level 4, preferably in Civil Engineering, or equivalent.	✓	
Significant post qualification experience	✓	
Incorporated Engineer or equivalent professional status		✓
Ability to provide a regular and effective service	✓	
Experience in Health and Safety legislation in particular CDM		✓
Relevant roads experience in Local Government	✓	

E = Essential Criteria    D = Desirable Criteria

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Investigating and identifying technical solutions for specific roads related problems.	Ability to travel around Fife at short notice	✓	
Procuring and supervising consultants, contractors or suppliers for specific activities and undertake contract supervision and administration.	Supervisory skills		✓
	Interpersonal and communication skills	✓	
	Organisational skills	✓	
	Working familiarity with roads maintenance contract documents		✓
Researching and preparing reports for the Service Manager, working groups or committees on technical, financial, performance and service delivery issues.	Awareness of the functions and services of Local Government	✓	
	Knowledge and understanding of Quality Assurance Procedures		✓
	Knowledge of Local Government legislation as it relates to one or more of the listed functions		✓
Investigating and drafting responses to internal and external customer enquiries and other correspondence.	A good manner with clients and citizen along with excellent oral and written skills	✓	
Ensuring that the Council's Customer First Service Commitment is followed in all dealings with the customers and service users.			
Maintaining effective control on delegated budgets, providing information as requested in respect of the preparation of budgetary monitors.	Experience in financial budgeting and monitoring	✓	
Contributing to the achievement of the Councils corporate objectives through co-operation with other appropriate services and officials by the provision and exchange of appropriate information.	Team working skills	✓	
Input and analysis using computerised management systems.	IT skills	✓	

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Adhere to the Council's policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.	Understanding of GDPR legislation.	✓	
Act as the 'Person in charge' for multistorey car parks.	Knowledge of fire risk assessments, building safety and legionella testing		✓
Liaise with cash collection contractors to manage cash collection schedules throughout Fife.			
Assist with events planning where use of car parks is required.			
Manage maintenance inspections and monitor reports to allow both planned and reactive maintenance of our assets.			
Manage cash machine maintenance and upgrades throughout Fife.			
Support parking enforcement services throughout Fife as required.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>