



# Role Profile

<b>TECHNICIAN – MAINTENANCE</b>			
Reference No.	I566.01	Type	Individual
Service	Assets, Transportation and Environment		
Job Family	Technical 3	Grade	FC3

<b>Purpose</b>
To provide a maintenance and design service and general administration relating to roads and car parks in accordance with statute, the prescribed standards and policies of the Council, all relevant legislation and to contribute to the effective delivery of high quality services.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Assisting the Area Lead Consultant and Service Manager Maintenance Operations in the performance of their duties.	<p>Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at credit level including Maths and English at level 3 or above, or equivalent</p> <p>Educated to SCQF level 7, which includes HNC in Civil Engineering or a relevant subject or Advanced Highers or equivalent</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p>	<p>✓</p>
Investigating and responding to internal and external enquiries, customer complaints and other correspondence regarding service delivery.	<p>Communication skills (Focus on customers – See ‘How We Work Matters’ Framework)</p> <p>Experience in dealing with the public</p>	<p>✓</p> <p>✓</p>	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Liaising with other Teams, suppliers and other internal / external parties as necessary.	Relevant roads experience in Local Government  I.T. skills (Embrace technology and information)	✓  ✓	
Designing, estimating and preparing documentation for routine and minor maintenance works.	Familiarity with civil engineering and / or roads maintenance documentation (Deliver results)  Ability to travel around Fife at short notice  Team working skills (Work together)  Programme planning	✓  ✓  ✓	✓
Assisting in monitoring budgets and performance for various maintenance activities and provide information as required for the Operations Trading Account.	Financial reporting skills		✓
Ensuring compliance with current Health and Safety legislation.	Experience in Health and Safety legislation in particular CDM (Take ownership)		✓
Contributing to an effective Area customer front line response/emergency service, including the organisation of works associated with winter maintenance and other weather related events ensuring the implementation of the Council's policies.			
Supervising the activities of Contractors and sub-Contractors.			
Producing reports and other documentation as required.			
Adhering 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.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results