

TECHNICIAN ENGINEER - MAINTENANCE			
Reference No.	I565.01	Type	Individual
Service	Roads and Transportation Services		
Job Family	Para Professional 5	Grade	FC7

Purpose
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.

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
Assisting the Area Lead Co-ordinator and Service Manager Maintenance Operations in the performance of their duties.	<p>Educated to SCQF level 8, which includes HND or SVQ level 4, preferably in Civil Engineering, or equivalent</p> <p>Moderate relevant post qualification experience</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Ensuring that objectives and performance standards are met and that appropriate procedures are followed in relation to forward planning and allocation of work.	<p>Experience in roads Maintenance (Deliver results – See 'How We Work Matters' Framework)</p> <p>Experience in planning, organising and co-ordinating processes and resources associated with road works (Focus on customers)</p>	<p>✓</p> <p>✓</p>	

Role Profile

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Assisting in the management of general maintenance operations including the allocation of resources, site supervision, measurement and valuation of works, work performance calculations and the promotion of safe site working practices, ensuring compliance with the Health and Safety at Work Act, particularly in respect of works carried out on roads related issues.	Experience in road design Experience in Health and Safety legislation in particular CDM (Take ownership) Relevant roads experience in Local Government		✓ ✓ ✓
Assisting in the planning and organisation of an effective front line response to winter and other emergencies.			
Investigating and identifying technical solutions for specific maintenance defects.	Incorporated Engineer Ability to travel around Fife at short notice		✓ ✓
Procuring and supervising external contractors for specific maintenance activities and undertake contract supervision and administration.	Supervisory skills Interpersonal and communication skills Organisational skills Working familiarity with street lighting and roads maintenance contract documents I.T. skills (Embrace technology and information) Team working skills (Work together)	✓ ✓ ✓ ✓ ✓	

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Researching and preparing reports for the Area Maintenance Lead Co-ordinator and Service Manager Maintenance Operations, 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 street lighting function		✓ ✓ ✓
Investigating and drafting responses to internal and external customer enquiries and other correspondence.	A good manner with clients and citizens	✓	
Maintaining effective control on delegated budgets, providing information as requested in respect of the preparation and control of budgets and programmes.	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.			
Supervising and controlling the effective service delivery of the computerised maintenance management systems.			
Ensuring that any materials, equipment and plant or vehicles provided to assist in carrying out the duties of the post are properly secured in accordance with the Council's policies and procedures.			
Ensuring that the Council's Customer First Service Commitment is followed in all dealings with the customers and service users.			
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			
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:

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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