

Job Description and Person Specification

Job title:	Technician (Street works)
Directorate:	Environment
Service:	Transport and Countryside
Team:	Street works
Post number:	01891
Salary grade:	E/F
Work location:	Market Street, Newbury
Reports to:	Phil Sloan – Project Engineer (Street works)
Supervises:	N/A

Job Purpose

Responsible for assisting in the application of the New Roads and Street Works Act 1991 (NRSWA) as amended by the Traffic Management Act 2004 (TMA) and the Council's South East Permit Scheme. Assisting with the day to day management of street works and works for road purposes on the West Berkshire highway network.

Structure Chart

See separate sheet.

Main Duties and Responsibilities

Under the general direction of the Principal Engineer (Street works):

- To be responsible for assisting with the inspection regime and related activities of the Street Works team associated with Statutory and Private Undertakers and WBC highway works under the New Roads and Street Works Act 1991, Traffic Management Act 2004 and the Highways Act 1980 including the following:
 - Inspecting sites in accordance with the Code of Practice for Inspections.
 - Ensuring that the Specification for the Reinstatement of Openings in Highways has been adhered to.
 - To liaise with Statutory and Private Undertakers as necessary.
 - To ensure the requirements of the West Berkshire Permit Scheme are adhered to.
- To assist in the gathering and collating of evidence in relation to the enforcement of NRWSA, and in particular Sections 56, 60, 66 and 74, and assist in the timely submission of such evidence to the Statutory Undertakers and WBC.
- To assist in the gathering and collating of evidence in relation to the enforcement of TMA Parts 3, 4 and 5 and assist in the timely submission of the required evidence to the relevant parties involved.
- To assist with the delivery of statutory obligations under TMA Part 2 and Code of Practice for the Co-Ordination of Street works and Road works and associated matters.
- To contribute to the development of corporate policies and procedures relating to NRSWA

Main Duties and Responsibilities

and TMA activities in West Berkshire.

- To liaise with members of the public, other departments and other relevant parties on matters related to NRSWA and TMA.
- To use WBC systems for recording and monitoring correspondence, and maintaining appropriate records.
- To assist with the allocation and processing of customer enquiries and complaints.
- To adhere to the standards set out in the West Berkshire Council competency framework.

Scope (impact on/control of resources, people, money etc)

- Responsible for assisting with approximately 3,000 sample inspections per year.
- Responsible for assisting with approximately 800 Traffic Management applications per year.
- Responsible for assisting with approximately 150 license applications per year.

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Minimum of 5 GCSE's (or equivalent) including English, Maths and a Technical or Science subject.	E	1
Experience		
Operational application of NRSWA	D	1
Liaison with contractors and third parties	E	1
Experience of supervising contractors on site	D	2
Co-ordination of Street Works	D	3
Knowledge and understanding		
Understanding of Health and Safety Legislation and the requirements in connection with works on the highway.	E	1
Knowledge, understanding and experience of working with the New Roads and Street Works Act (NRSWA).	D	1
Knowledge of legislation including permit schemes, TMA 2004, Highways Act 1980 and NRSWA 1991.	D	2
Good understanding of information systems and their application to service delivery.	D	3
Geographical knowledge of area.	D	4
Skills and abilities		
Committed, enthusiastic and adaptable.	E	1
Ability to work to agreed deadlines.	E	2
Ability to communicate effectively with colleagues, elected Members and the public both verbally and in writing.	E	3
Ability to use Outlook, and a web browser to access information	E	4
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	5
Excellent presentational, verbal and written skills.	D	1

Work-related personal qualities		
Ability to prioritise and manage a complex workload.	E	1
Friendly and approachable manner with customers.	E	2
Ability to recognize and develop opportunities for service improvement.	D	1
Other work-related requirements		
Committed to continuing professional development.	E	1
Full driving license.	E	2
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	3