

Job Description

Job Title: Maintenance Technician

POSCODE: TBC

Grade: 4

Overall purpose of the job

To provide the Highway Maintenance & Management service with support in planning, designing and delivering both reactive and planned maintenance, thus contributing to the safe management of the highway network.

To drive Highway Maintenance & Management highway inspection vehicles and support Highway Officers in undertaking routine and reactive inspections across Cambridgeshire's road network.

To work with our local communities to ensure that the maintenance service the County Council provides aligns with local priorities and needs.

Main accountabilities

Main accountabilities	
1.	<p><u>Site investigation</u></p> <p>Participate in site visits with the purpose of investigating reported highway faults and gathering information to inform preventative and routine highway maintenance works. Site visits may be undertaken in a supportive capacity with others or independently where findings will need to be documents and reported to other officers.</p>
2.	<p><u>Team working</u></p> <p>Support the wider highway maintenance teams to contribute to collective problem solving and work planning. Meaningfully contribute to the planning, scoping and implementation of highway maintenance activities. This will require partnership working with our maintenance contractors to develop proposals for minor maintenance activities.</p> <p>Provide flexible support to the Highway Maintenance & Management service to contribute to the service's productivity.</p>
3.	<p><u>Communication and community engagement</u></p> <p>Ensure effective communication with the public and stakeholders to proactively promote the Council's highway maintenance strategy using all available and relevant formats.</p> <p>Liaise with Town and Parish Councils to gather their feedback on proposed planned and cyclical highway maintenance activities. Ensure they are informed on changes to relevant maintenance activities.</p>

	Ensure queries are dealt with sympathetically, professionally and within agreed response times.
4.	<p><u>Monitoring & quality assurance</u></p> <p>Routinely inspect minor maintenance works and document if they have been carried out in line with the scope of works and if the workmanship is to an acceptable standard. Document findings for the purpose of tracking KPI targets and logging any repairs in need of further works.</p>
5.	<p><u>Internal co-ordination</u></p> <p>Collaborate with other internal teams who are delivering or managing highway works, including those developing capital funding strategies, to ensure there is a strong link between maintenance and project delivery workstreams. Help manage the interface between workstreams to ensure that the Council achieves best value for money and minimise any abortive interventions.</p>
6.	<p><u>Leadership</u></p> <p>Adopt and promote a “one team” approach and the cross-team working to ensure a holistic approach to highway maintenance and to provide team resilience and enhance team capability.</p>
7.	<p><u>Driving and Vehicle Responsibility</u></p> <p>Operate Council vehicles as required (including vans or other fleet vehicles appropriate to the role) in accordance with licence entitlement.</p> <p>Carry out daily highway inspection vehicle checks and report defects in line with Council policy and legal requirements.</p> <p>Ensure the vehicle is being used safely, legally and in compliance with the Corporate Drivers’ Handbook and Transport Management System (TMS) requirements.</p> <p>Comply with Council driver policies including TMS registration, licence checks and training requirements.</p> <p>Maintain vehicle cleanliness, roadworthiness and appropriate fuel/energy levels.</p> <p>Comply with all road traffic legislation, including the Highway Code and Council policies.</p> <p>Participate in driver training, licence checks and any required assessments (including eyesight checks and compliance declarations).</p>
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

9.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
----	---

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE or equivalent	English, Maths & Science	Essential
A Levels, NVQ Level 3 or equivalent	Any	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Legislation	Knowledge of key highway legislation e.g. the Highways Act 1980.	Desirable
Local Government	Knowledge of the responsibilities and structure of local government.	Desirable
Skills		
IT	Knowledge of and ability to use IT applications including Microsoft Word, Excel, Team and email.	Essential
Problem solving	Ability to investigate issues, identify and implement solution.	Essential
Communication & organisation	Excellent set of interpersonal and communications skills.	Essential
Driver Training	Has completed advance driver training and is trained to drive higher vehicle categories	Desirable
Experience		

Autonomous working	Experience working autonomously to meet set goals and outcomes.	Desirable
Communication	Experience communicating with a diverse stakeholder group.	Desirable
Other		
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Flexibility	Have the ability to visit offices and sites, when necessary, where public transport is limited. Have the ability to visit and inspect sites which may have difficult access.	Essential
Driving Licence	Full UK driving licence (Category B minimum). Ability and willingness to drive Council vehicles.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
--	------------------	-------------------	--------------	-------------------	-------------------