



Role Profile

Technician (Roads)

Reference No:	A5176		
Service:	Roads & Transportation Services		
Job Family:	Transportation/Roads/Waste	Grade:	FC6

Purpose

To provide technical support and assist in the management of Fife's roads assets, ensuring it is fit for purpose, safe for road users and that its condition is managed, maintained and improved in line with the Roads Asset Management Plan.

Liaise with others within and outwith the Service in relation to the activities and functions of the team to deliver quality, best value and customer focused 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 Lead Consultant in the performance of their duties and provide support services to professional staff in providing a first point of contact to the public.	<p>Educated to SCQF level 7, which includes HNC in Civil Engineering or a relevant subject or Advanced Highers or equivalent.</p> <p>Significant post qualification experience</p> <p>Membership of an appropriate professional body</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Assist in the ongoing development of an integrated asset management systems for roads and lighting inventory.	<p>Relevant roads experience in Local Government</p> <p>Team working skills</p>	<p>✓</p>	<p>✓</p>

E = Essential Criteria D = Desirable Criteria

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<p>Creating & designing of new ArcGIS projects, prepare technical drawings, plans, process maps, diagrams related to the functions of the team.</p> <p>Analysing, evaluating, and reporting on complex and large datasets. Developing and maintaining data sets and computer systems.</p>	<p>Ability to digitise to the GIS industry standards</p> <p>Ability to handle and quality check large datasets</p> <p>Numerical skills with the ability to analyse data and statistics</p> <p>Knowledge of IT systems, including the use and manipulation of complex databases and spreadsheets relating to spatial data management</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Assisting in monitoring performance. Preparing technical plans, maps and diagrams relating to the functions of the team, including the use of GIS and CAD.</p>	<p>Experience using GIS and CAD software</p>	<p>✓</p>	
<p>Assist with the preparation and development of Asset Management Plans for roads and lighting related infrastructure accordingly.</p>	<p>Ability to provide a regular and effective service</p>	<p>✓</p>	
<p>Participate in Society of Chief Officers of Transportation in Scotland / Association of Public Service Excellence indicators benchmarking meetings.</p>	<p>Communication skills</p>	<p>✓</p>	
<p>Maintain the Council's List of Public Roads and assist with policy development; Maintain records of additions/deletions; maintain the road length database and deal with Service land ownership related issues and input to planning applications.</p> <p>Maintain records regarding inherited adoption status, maintenance hierarchy, car parks, landscaped areas within the road boundary and land ownership and deal with related issues such as private roads</p>	<p>Knowledge of the Roads legislation including, Roads (Scotland) Act 1984</p>		<p>✓</p>

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Investigating and responding to internal and external road adoption enquiries, customer complaints and other correspondence regarding service delivery. Also liaising with relevant internal and external bodies to ensure management of the Network.	Communication skills Experience in dealing with the public	✓ ✓	
Assist with maintaining the National Streets Gazetteer and update Fife records with the Gazetteer.	Knowledge of British Standard BS7666, Scottish Gazetteer Conventions		✓
Assist with the management and maintenance of the Pavement Management System and surveys, providing reports on road condition, performance indicators and maintenance strategies.	IT skills	✓	
Record new assets or changes to existing assets as a result of works contracts. Record road drainage asset information from historic plans, new developments and asset registers and upload to national VAULT system.	General civil engineering and or technical office experience	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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

Before confirming appointment: 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.

Additional Information – the following information is available:

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

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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