

Job specification



Job title: Highways and Structures Technician

Service: Network Management

Grade: G7

Reporting to: Highways Asset Manager

Your job

This is an exciting role within our Network Management Team who provide an essential front line service to all highway users by ensuring the council's adopted highways are maintained to a high standard and congestion is minimised by means of effective Traffic Management

You'll play an integral role in managing and maintaining the borough's highway infrastructure which has a value of £1.6bn. The highway infrastructure plays a key role in allowing residents, businesses and visitors to travel safely around the borough and connect into the wider region.

You'll be one of the key technical officers responsible for implementing our asset management approach to managing and maintaining our highway infrastructure and network management services. In particular you will assist in the organisation, monitoring, reporting and production of the annual highway and footway condition surveys and general structural inspections (including alley gates, bridges, drainage and retaining walls). You will also update and maintain our asset records and oversee works being carried out on site associated with highway and structural maintenance schemes.

You will play a key role in the delivery of the aspirations and objectives set out in the Highway Asset Management Policy, Strategy and Plan, which aims to embed asset management as our core approach to managing our highway infrastructure. You will contribute to the Council's [Deal for the Future](#) in helping deliver growth and great places, with well-managed highway infrastructure and developing services that support building self-reliance.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

In the next 12 months, you will:

- Undertake general structural inspections and condition surveys of highways infrastructure and prepare minor work ticket instructions as required.
- Oversee on site works associated with highway and structural maintenance, new construction and improvement schemes as necessary to ensure the work complies with the contract documents, specification and drawings.
- Assist design staff in preparing schemes and remedial works, estimating their cost, assessing contract documents and tender returns, as appropriate.
- Assist in the maintenance, record updating and development of the groups computerised

management database systems and records, work ticketing systems and Geographic Information Systems (GIS).

- Investigate instances of damage / vandalism to highway assets or structures and prepare a report detailing all observations and extent of damage.

On an ongoing basis you will:

- Support the development of new and innovative methods of working and investigate the application and use of new materials.
- Demonstrate flexibility and innovation in approach to identify and deliver effective engineering and design solutions for a range of projects.
- Ensure the health and well-being of the workforce and local community by observing health and safety regulations and policies, and working collaboratively with suppliers, contractors, businesses and partners as appropriate.
- Represent the service and Council internally and externally, both professionally and technically to influence the development of systems, processes, services and standards, as required.
- Deal with enquiries from MP's, Elected Members and officers of the Council, Statutory bodies and representatives of other external organisations and members of the public, in line with the Councils customer care standards.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- Possess City and Guilds Craft Certificate to Advanced Level in Highway construction/maintenance, or similar equivalent qualification.
- Have detailed knowledge of the Well Managed Highway Infrastructure Code of Practice and the New Roads and Street Works Act 1991.
- Be able to demonstrate experience in overseeing highway planned and reactive maintenance works and undertaking highway condition surveys.
- Have demonstrable experience in carrying out general bridge and other similar level structural inspections.
- Have demonstrable experience of the application of highway maintenance treatments, highway construction techniques and materials
- Be capable of organising, prioritising and monitoring own workload and producing written reports and instructions in a clear and concise manner.
- Have experience in the use of IT systems and databases (such as Mayrise, Pontis and Mapinfo GIS) in relation to the job role
- Be able to read and understand technical scheme drawings, site layout plans, specifications, codes of practice, regulations and other contract documents, in relation to the job role.
- Have suitable mobility to climb ladders, work at height, descend slopes, work in and over water as well descend into manholes and other difficult to access sites throughout the borough.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough